



The Hope Scholarship Parent Handbook

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Overview

The Hope Scholarship Program is an education savings account program that allows families to utilize the state portion of their education funding to pursue the learning experience that works best for their K-12 grade student.

The Hope Scholarship Program is governed by the Hope Scholarship Board (the Board) and the West Virginia State Treasurer's Office performs substantial administrative functions for the Program. Step Up For Students-West Virginia, Inc. (SUFS) is the Program Manager retained by the Board, offering Hope Scholarship account functionality through the Education Market Assistant (EMA) portal. All purchases using Hope Scholarship funds are made via an ACH transaction through the EMA portal with vendors and service providers that have been pre-approved by the Board, except in limited circumstances when reimbursements of Hope Scholarship funds for personal expenditures are specifically authorized by the [Board's Reimbursement Policy](#).

The information in this Handbook will help you navigate the Hope Scholarship Program application process and utilize your Student's Hope Scholarship account. In no circumstances should the information in this Handbook be interpreted to contradict the Hope Scholarship Act, the Hope Scholarship Board rules, or any other requirements adopted by the Board. All potential Hope Scholarship Program participants should carefully read and review the [laws, rules, and requirements](#) governing the Program, all linked on the [Hope Scholarship Board website](#), before applying to the Board.

The information in this Handbook will be updated as determined necessary by the Hope Scholarship team. Please regularly check [the Hope Scholarship website](#) for updates to Program documents and policies.

Hope Scholarship Program Eligibility

To participate in the Hope Scholarship Program, state law requires the Student to meet the following eligibility criteria:

- The Student must be a resident of the State of West Virginia;
- The Student cannot have already successfully completed a secondary education program (i.e. graduated from high school);
- The Student must be under 21 years of age; and
- The Student must fall into one of the following categories:
 - A. The Student is eligible to be enrolled in a kindergarten program in West Virginia according to State law in the school year for which he or she is applying to participate in the Program (i.e., *the student must be at least five years old prior to July 1 or qualify through a county's early entrance process for a public Kindergarten program*);

- **Please note:** Regardless of the child’s age, if the student has completed a public or nonpublic kindergarten program, the student is no longer eligible to enter the Program as an incoming kindergartener under Category A and must be eligible under Category B or C below.
 - **Please note:** Pre-K Programs or Junior Kindergarten Programs with the progression of attending Kindergarten the following year are not considered to be kindergarten programs under the Hope Scholarship Act.
- B. The Student was enrolled in an elementary or secondary public school education program in the State of West Virginia for the entire instructional term during the academic year immediately preceding the academic year for which the student is applying to participate in the Hope Scholarship Program; or
- C. The Student is enrolled full-time and attending an elementary or secondary public school education program in the State of West Virginia at the time of application and until an award letter is issued and has been enrolled in said program for at least forty-five (45) consecutive calendar days during an instructional term.
- **Please note:** The Student must remain enrolled and attending public school until an award letter is issued by the Board to be eligible to enter the Program under Category C. If the Student leaves a public school program after applying under this Category, but before receiving an award letter from the Board, the Student will not be eligible to participate in the Program.
 - **Please note:** To be eligible under Category C, the Student cannot have unexcused absences during the public-school enrollment period that exceed the threshold to be considered chronically absent, which is ten percent (10%) of the calendar days enrolled in the public school. Additionally, this percentage attendance must be maintained until award letter is issued.

Once the Student’s application is awarded and the Student becomes a Hope Scholarship student, the Student may continue to participate in the Program and may renew the Student’s Account from one school year to the next, unless one of the following circumstances occur:

- The Account Holder withdraws the Student from the Hope Scholarship Program;
- The Account Holder fails to submit the annual [Renewal Application](#) for the Student as required by the Board or fails to meet requirements for Program participation/Account renewal;
- The Student’s [year-end academic or attendance reporting requirements](#) to student’s local county board of education are not met;
- The Board suspends or terminates the Student or Account Holder’s participation in the Hope Scholarship Program for failure to comply with the requirements of the Hope Scholarship Act, the Board’s rules, or other Program requirements; or
- The Student is no longer eligible to continue Program participation according to the Hope Scholarship Act because the Student:
 - Enrolls full-time in public school;
 - Successfully completes a secondary education Program (i.e., graduates from high school);

- Reaches 21 years of age; or
- Ceases to reside in West Virginia.

An Account Holder must immediately notify the Board if conditions occur that render the Student ineligible to continue participation in the Program.

Please visit the Hope Scholarship's [FAQ](#) on the [Hope Scholarship website](#) for answers to common eligibility questions and more information regarding the Program.

Hope Scholarship Account Holder Responsibilities

Only an individual eligible to be a Hope Scholarship Account Holder may apply for the Hope Scholarship Program on behalf of an eligible student. To be an Account Holder, an individual must be the Student's legal parent or guardian or otherwise have the legal authority to make educational decisions for the Student (*i.e.*, by court order granting parental rights). An Account Holder's legal and contractual responsibilities are set forth in detail in [Appendix B – Hope Scholarship Account Holder Agreement](#). The Hope Scholarship Account Holder Agreement must be executed electronically using the EMA portal prior to completing the Student's Hope Scholarship Application. An individual should carefully read and understand all terms and conditions in the Hope Scholarship Account Holder Agreement before signing the agreement.

Applying for the Hope Scholarship Program

To apply for the Hope Scholarship Program, the Account Holder must set up an online profile and account in EMA. Please carefully review this Account Holder Handbook and the Hope Scholarship Account Holder Agreement in its entirety before accessing the EMA Account Holder User Guide and applying in EMA.

New Application for 2023 – 2024 School Year

The Hope Scholarship Board will continue to accept new applications for the 2023-2024 school year until February 29, 2024. Students who were ineligible for the Program during the regular application window for the 2023-2024 school year, but who become newly eligible, may apply to the Program by submitting an [Application Request Form](#) to the Board at any time prior to February 29, 2024. A Student who was eligible for the Program but missed the application window for the 2023-2024 school year may submit an [Application Request Form](#) to the Board, but the request will be considered on a case-by-case basis and will only be approved based on certain extenuating circumstances according to the Hope Scholarship Board's [Late Application Policy](#).

Any applications submitted after February 29, 2024 for the 2023-2024 school year will be accepted but processed as applications for the 2024-2025 school year. This means that, even if these applications are awarded, participation and funding will not begin until the 2024-2025 school year for approved applications received after February 29, 2024.

New Application for 2024 – 2025 School Year

The Hope Scholarship Board will accept new applications for the 2024-2025 school year from March 1 – June 15, 2024. On December 12, 2023, the Board approved a year-round application window. To accommodate the year-round application window, the Board also adopted a policy to standardize proration amounts for Students receiving less than a full-year funding amount, based on when the original completed application is submitted to the Board.

Beginning with the 2024-2025 school year, an approved Student application submitted within the following dates will allow the Student to receive the associated level of Hope Scholarship funding:

- March 1-June 15: 100% of Hope Scholarship annual award amount
- June 16-September 15: 75% of Hope Scholarship annual award amount
- September 16-November 30: 50% of Hope Scholarship annual award amount
- December 1-February 28: 25% of Hope Scholarship annual award amount

Any applications for the 2024-2025 school year submitted after February 28, 2025 will be accepted but processed as applications for the 2025-2026 school year. This means that, even if these applications are awarded, participation and funding will not begin until the 2025-2026 school year for approved applications received after February 28, 2025.

Required Documentation

Please be sure to obtain your Student's West Virginia Education Information System (WVEIS) number from your Student's local county board of education before applying. This is the number the Department of Education and local county boards of education utilize to track student information, and the Hope Scholarship Board utilizes this number to confirm Program eligibility. If your Student is an incoming kindergarten Student and does not yet have a WVEIS number, please contact your Student's local county board of education as soon as possible to be assigned one prior to submission of your Hope Scholarship application. The following documentation showing that the Student is eligible to participate in the Hope Scholarship Program must be uploaded to the Student's application in the EMA portal:

1. **A copy of the Student's state or county birth certificate. (Hospital issued certificates are not accepted).** The Student's birth certificate is used to establish age and is also used to help determine that the person acting as the Account Holder is legally authorized to act on behalf of the Student. If the Account Holder applying in the EMA portal is not listed on the Student's birth certificate, they must also submit documentation establishing legal authority to act on the Student's behalf. If applicable, the Account Holder may complete and submit one of the Affidavit of Custody templates available in the Parent/Student Forms at [Parent/Student Forms \(hopescholarshipwv.com\)](https://www.hopescholarshipwv.com).

2. **Proof of current West Virginia Residency as demonstrated by ONE of the following forms of documentation.**
 - Current tax records;
 - Proof of West Virginia home ownership, such as a current mortgage document or current homeowner's insurance document;
 - Current West Virginia vehicle registration card;
 - Current residential rental or lease agreement;
 - Current proof of public assistance through the West Virginia Department of Health and Human Resources; or
 - **Two West Virginia utility bills** not more than 60 days old from two different companies, not including termination notices.

The Student's Account Holder or another biological parent listed on the birth certificate must be listed on the Student's residency documentation and the address listed on the residency documentation must match the Student's residential address in the Program application. If the Account Holder's or biological parent's name listed on the residency documentation has legally changed, an uploaded marriage certificate or other legal form of documentation will also be required.

The following are considered utilities for purposes of proof of West Virginia residency: water, gas, electric, telephone, cellular phone, garbage, Internet, and cable. The address on the utility bills must match the Student's residential address on the Program application, and the document must be out of the envelope and unfolded to verify current date of service.

Application Status Terms

After you have successfully completed an application in EMA, you will be taken to the scholarship dashboard where you will see your Student's application status.

Draft – Application has been saved and is still being completed by the Account Holder. A draft application has not been submitted to the Hope Scholarship team and is not in the queue for review. You still must submit the application in order for it to be reviewed and considered for eligibility.

Submitted – Application has been submitted to the Hope Scholarship team for review.

In Review – The application is being reviewed for eligibility by the Hope Scholarship team.

On Hold* – Supporting documentation is missing, information is missing, or clarification of information is needed. Applications that are "On Hold" are not completed and will not be reviewed until requested information is uploaded on the application and resubmitted. Comments regarding the reason for an "On Hold" status can be reviewed by opening the

application in the EMA dashboard.

Awarded – Indicates the Student **was found** eligible, the submitted application was deemed complete, and the Hope Scholarship team has approved the Student to participate in the Hope Scholarship Program.

Any application submitted without valid supporting documentation will be placed on hold. See the Parent/Guardian EMA User Guide on the [Hope Scholarship website](#) for steps to submit the required supporting documentation.

Student Status Terms

Once an application has been completed and reviewed by the Hope Scholarship team, a Student status will be updated in EMA.

Eligible – Satisfied the appropriate eligibility requirements.

Ineligible – Has not satisfied the eligibility requirements.

Awarded – Indicates the Student was found eligible, the submitted application was complete, and the Student has been approved to participate in the Hope Scholarship Program.

Funded – Indicates the Student was awarded the Hope Scholarship and funding is available and placed in the Student's educational savings account within EMA.

Notice of Intent Requirement

Once the Student has been found eligible and their application has been awarded, the Account Holder must provide a Notice of Intent (NOI) to the Student's local county superintendent. The Hope Scholarship Board cannot accept your Student's Notice of Intent – West Virginia Code requires that it be sent to the Student's local county superintendent. Failure to submit a Notice of Intent will jeopardize a Student's ability to participate in the Hope Scholarship Program, as the Notice of Intent is a state law requirement for Program participation. A sample Notice of Intent letter for the Hope Scholarship Program can be found on the [Hope Scholarship website](#) under Parent/Student Forms. Please keep a copy of your submitted Notice of Intent for your records.

Appeals

If the Student is found ineligible for the Hope Scholarship Program but the Account Holder believes the determination is erroneous, the Account Holder may appeal the eligibility determination by filing an Appeal Request Form with the Hope Scholarship Board within forty-five (45) days of being found ineligible for the Program. The Board will appoint a three-member appeals committee who will review and decide upon the appeal within forty-five (45) days after the appeal is filed.

An [Eligibility Appeal Request Form](#) is available on [the Hope Scholarship website](#). An appeal may be filed by emailing the completed form to hopescholarshipwv@wvsto.com after the Student has been found ineligible.

Renewal Applications

To remain eligible for the Hope Scholarship Program each year following the Student's first year of participation, the Account Holders **MUST** submit a renewal application through the EMA portal by the Renewal Application deadline. Renewal applications will be accepted from **January 3 until June 15, 2024, for the 2024-2025 school year**. **Renewal applications for the 2024-2025 school year will not be accepted after the June 15, 2024 deadline.**

A Student who does not file a renewal application by the Renewal Application deadline but later wishes to participate in the Program will be required to reestablish eligibility and file a new application.

The Student must also meet certain state law requirements for a renewal application to be approved. For a Student to renew participation in the Program and his or her Account, the following criteria must be met:

- The Student must continue to be a resident of West Virginia.
- The Student cannot have successfully completed a secondary school program (*i.e.* graduated from high school).
- The Student cannot be 21 years of age or older.
- If the Student is enrolled in a nonpublic school, the Student's educational progress must be evaluated each year by complying with the requirements of the nonpublic school attended and remaining in good standing with the nonpublic school. **The nonpublic school must annually submit confirmation of enrollment to the local county superintendent for each Hope Scholarship student enrolled. The enrollment confirmation must be sent to the local county superintendent for each Hope Scholarship Student in the Student's county of residency by June 8th prior to the upcoming school year.**
- If the Student is enrolled in an Individualized Instructional Program, **the Student must be evaluated annually using one of the two methods below and provide documentation of compliance to the Student's local county superintendent by no later than June 8th prior to the upcoming school year:**
 - Option 1: The Student may take a nationally normed standardized academic achievement test. The mean of the child's test results in the subject areas of reading, language, mathematics, science, and social studies for any single year must be above the fourth stanine, or if below the fourth stanine, show improvement from the previous year's results. The official test scores must be submitted to the local county superintendent.
 - Option 2: The Student may submit documentation that a certified teacher has conducted a review of the Student's academic work annually and has determined that the Student is

making academic progress commensurate with his or her age and ability. A [sample academic progress review form](#) that may be used to submit the teacher's determination is available on [the Hope Scholarship website](#).

All Students applying to renew Program participation and meeting continued Program eligibility requirements will be considered conditionally eligible for the upcoming school year, until evidence of academic/attendance compliance reported to the local county school districts is verified by the West Virginia Department of Education. Failure to meet academic progress or other Program requirements will prohibit the Hope Scholarship team from funding a Student and could lead to termination of Program participation and the Student's Account.

A Student's Hope Scholarship account will remain open from one year of participation to the next, so long as the Account Holder files a renewal application and completes all steps required to renew the Account. Unused funds in a Student's Account will be carried forward following account renewal and available for use during following school year, so long as the Student remains eligible for the Program.

If a Hope Scholarship student does not renew his or her Account and participation in the Program as outlined above, the Student's Account will be closed, and all remaining account funds will be returned to the State. **If a Student's Account is closed for failure to renew and the Student later wishes to participate in the Program, the Student must reapply for the Program and meet all eligibility requirements for a new application.** Please review the [Termination of Program Participation](#) section, below, for more information.

Please visit the Hope Scholarship's [FAQ](#) on the [Hope Scholarship website](#) for answers to common renewal application questions and more information regarding the Program.

[Annual Academic/Attendance Reporting Requirements for Renewal](#)

As explained above, all Hope Scholarship students must report information to their local county superintendent regarding school attendance (nonpublic school students) or academic progress (IIP students) as a condition of renewing Hope Scholarship participation from one year to the next. These requirements are in state law.

For Hope Scholarship Students attending a participating school, the participating school must send notice of your child's attendance at their school to the county superintendent of your county of residence by no later than June 8th annually. **If you are concerned the Student's school is not submitting attendance confirmation as required by state law for Hope Scholarship nonpublic schools, please contact the Hope Scholarship team immediately.**

For Hope Scholarship students pursuing an Individualized Instructional Plan (IIP) pathway, there are two options to demonstrate appropriate academic progress to the local county superintendent of by no later than June 8th annually:

- Option 1: The Account Holder may Submit the Student's test results from a nationally normed standardized achievement test of academic achievement in the subject areas of reading, language, mathematics, science, and social studies, and the results must be above the fourth stanine or, if below the fourth stanine, show improvement from the Student's previous year's results.
 - *Please note:* The Hope Scholarship team is aware that many nationally normed standardized achievement tests do not test for all 5 subjects in every grade level. If you are unable to find a test that would meet the statutory testing requirements under Option 1, you will need to have a certified teacher perform an annual review of the Student's academic work as described in Option 2.
- Option 2: By submitting a certified teacher's determination, after review of the Student's academic work, that the Student is making academic progress commensurate with his or her age and ability.
 - A [sample academic progress review form](#) that may be used to submit the teacher's determination is available on [the Hope Scholarship website](#).
 - So long as the form used by the certified teacher to submit his or her determination contains all of the necessary language to meet the statutory requirements, they can use an alternative form.
 - If the certified teacher reviewing the Student's work is certified by a state other than West Virginia, that teacher must submit a copy of their teaching license/certificate with their attestation of Student academic progress. West Virginia county boards of education have no other way to verify the credentials of the certified teacher if they are licensed by another state.

If the Student's local superintendent does not receive the attendance or academic information required for account renewal, your Student's Hope Scholarship Program Participation and Account will terminate according to state law.

Hope Scholarship Account Funding

Award Amount

The amount of a Student's Hope Scholarship funding per school year will be equal to the statewide average amount of funding a public school is allotted per pupil in West Virginia in the previous year. Up to five percent (5%) of the amount awarded per pupil may be retained by the WVSTO or Board to administer the Program. **For the 2023-2024 school year, the full Hope Scholarship award amount was \$4,488.82. For the 2024-2025 school year, the full Hope Scholarship award amount will be \$4,921.39.**

This amount of Hope Scholarship account funding will change on a yearly basis and will be published to [the Hope Scholarship website](#) each year prior to the initial August 15th funding date for each school year. The amount of the Hope Scholarship award for students participating for less than the full school year is determined by the percentages set forth under the Prorated Funding sections below.

Award Distribution

For Students participating in the Hope Scholarship Program for the full year, distribution of the first half of Hope Scholarship funds into their Accounts will occur no later than **August 15** of each year. The second half of Hope Scholarship funds will be deposited no later than **January 15** of each year. New students and renewal students participating for the full year will receive their funds on the same schedule. Students participating in the Program for less than a full year will receive their prorated funds as soon as feasible after being awarded Program participation. The Board generally deposits prorated funds to awarded students on a monthly basis, to allow time for the various state processes needed to make the transfer after an application is approved and the Student is awarded.

Each Hope Scholarship Student will have one designated Hope Scholarship account, even if multiple Hope Scholarship students reside in the same household or share the same Account Holder. **Funds in a Hope Scholarship account may only be used for the Student who is assigned to the individual account.**

Prorated Funding for the 2023 – 2024 School Year

The amount of funding provided to an eligible Student who is awarded a Hope Scholarship account for less than a full fiscal year will be prorated based on the portion of the fiscal year the eligible Student participates in the Hope Scholarship Program.

The percentage of prorated funds distributed will be calculated by reducing the total award amount by a percentage equal to the number of school days that have already passed in the Student's county of residence since the beginning of the school year divided by 180. *For example:* if 45 days of the school year have passed when the Student is found eligible for the scholarship, $45 / 180 = 0.25 = 25\%$ reduction in scholarship award amount; meaning the eligible Student will receive 75% of a full scholarship for the remainder of that school year.

Students may receive a prorated amount of Hope Scholarship funding if they attend public school for a portion of the school year. Public school enrollment will be verified via the West Virginia Department of Education's WVEIS system. Deposits of prorated Hope Scholarship funds will be made under the assumption that any proration will be assigned to the first semester allocation.

Any funds remaining in a Hope Scholarship account at the end of the fiscal year may be carried forward to the next fiscal year upon successful renewal of the Account.

Prorated Funding Beginning for the 2024 – 2025 School Year

On December 12, 2023 the Board approved a year-round application window beginning in the 2024-2025 school year. To accommodate the year-round application window, the Board also adopted a policy to standardize proration amounts for Students receiving less than a full-year funding amount, based on when the original application is submitted to the Board. Under this new policy, which is effective beginning with applications for the 2024-2025 school year, a Student's application submitted within the following dates will allow an approved Student to receive the associated level of Hope Scholarship funding:

- March 1-June 15: 100% of Hope Scholarship annual award amount
- June 16-Sept. 15: 75% of Hope Scholarship annual award amount
- Sept. 16-Nov. 30: 50% of Hope Scholarship annual award amount
- Dec. 1-Feb. 28: 25% of Hope Scholarship annual award amount

Deposits of prorated Hope Scholarship funds will be made under the assumption that any proration will be assigned to the first semester of participation. For students who are awarded a prorated amount of Hope Scholarship funds after one of the two primary funding dates (August 15 and January 15), the Board will deposit the prorated funds as soon as feasible. The Board generally deposits prorated funds on a monthly basis to allow time for the various state processes needed to make the transfers.

Funding Continuation

The Hope Scholarship Board will continue to make deposits into an eligible Student's Hope Scholarship account the Student's participation in the Program terminates according to state law and Program requirements. Please review the [Termination of Program Participation](#) section, below, for more information.

When Program participation terminates, the Board will notify the Account Holder that the eligible recipient's Account will be closed in forty-five (45) calendar days. If an Account Holder fails to adequately address the condition(s) causing the closure or does not respond within thirty (30) calendar days of being notified, the Board shall close the Account and any remaining moneys shall be returned to the Hope Scholarship Program Expense Fund.

Funds from Closed Accounts

If an Account Holder fails to renew a Hope Scholarship account, or if the Account is terminated for any other reason, all remaining funds from the Account will be returned to the West Virginia Hope Scholarship Program Fund. If an Account is closed because the Student is returning to public school after October 1 of the academic year, upon request of the county Board of Education, the funds in the Student's Account will be transferred to the county Board where the public school is located in order to fund the Student's education for the rest of the school year.

Tax Implications

Funds deposited into a Student's Hope Scholarship account, other than those expended on fee-for-service transportation services, **do not** count as West Virginia taxable income for the Account Holder of a Hope Scholarship Student or for the Student themselves.

Qualifying Expenses with Hope Scholarship Funds

Account Holders for a Hope Scholarship Student may *only* use the funds deposited in their Student's Hope Scholarship account to pay for qualifying expenses incurred in the Student's K-12 education. Expenses incurred for Pre-K instruction are not qualifying expenses under the Hope Scholarship Act. Expenditures of Hope Scholarship funds for the following are qualifying expenses according to state law:

- Ongoing services provided by a public school district, including a public charter school, under W. Va. Code §18-31-8(f), including without limitation, individual classes and extracurricular activities and programs;
- Private or parochial school tuition and fees at a participating school;
- Tutoring services provided by an individual or a tutoring facility, **provided that such tutoring services may not be provided by a member of the Hope Scholarship Student's immediate family;**
- Fees for nationally standardized assessments, advanced placement examinations, any examinations related to college or university admission, and tuition and/or fees for preparatory courses for the aforementioned exams;
- Tuition and fees for programs of study or the curriculum of courses that lead to an industry-recognized credential that satisfies a workforce need;
- Tuition and fees for nonpublic online learning programs;
- Tuition and fees for alternative education programs;
- Fees for after-school or summer education programs;
- Educational services and therapies, including, but not limited to, occupational, behavioral, physical, speech-language, and audiology therapies;
- Tuition and fees for programs of study, curriculum, or supplemental materials in reading, language, mathematics, science, social studies, or the arts;
- Fees for transportation paid to an approved fee-for-service transportation provider for the Student to travel to and from an education service provider;
- Tuition, fees, and materials for enrollment in dual credit or college level courses;
- The cost of school uniforms required by a participating school;
- Basic educational supplies, including but not limited to, paper, writing utensils, scissors, etc.;
- Tuition and fees for programs of study, curriculum, or supplies needed for supplemental or elective educational courses;
- Technology equipment needed for an educational program, including but not limited to computers, printer and required software;
- Any assistive technology or other equipment/supplies necessary to accommodate a Student

- with a disability;
- Vocational supplies or equipment required for a K-12 course of study;
 - Tuition and fees at a microschool;
 - Certified teacher annual reviews of a Student's academic work;
 - Payments to out-of-state public schools for tuition and fees;
 - Fees for general or special event admission to museums, art centers, science centers, agricultural centers, and zoos for educational purposes;
 - Portable DVD and CD players for educational purposes;
 - Student lunch fees charged by a participating school for lunches consumed on school premises during the school day;
 - Fees for Armed Services Vocational Aptitude Battery (ASVAB) preparatory courses; and
 - Any other qualifying expenses as approved by the Hope Scholarship Board. Requests for the Board to approve a new qualifying expense can be submitted to the Board on the Qualifying Expense Request Form available at [Hope Scholarship Parent and Student Forms \(hopescholarshipwv.com\)](http://hopescholarshipwv.com).

Hope Scholarship funds in a Student's Hope Scholarship Account may only be used for that Student's qualifying educational expenses. A Student does not have to be enrolled in a nonpublic school to incur the qualifying expenses listed above; a Student may incur qualifying expenses in an individualized instructional program.

Hope Scholarship funds may not be refunded, rebated, or shared with an Account Holder or Student in any manner. Parents may not utilize Hope Scholarship funds to pay themselves for providing educational services to their children. Any refund or rebate for goods or services purchased with Hope Scholarship funds shall be credited directly to a Student's Hope Scholarship account on the EMA portal, except in the limited instances where the Board authorizes a reimbursement to the Account Holder.

The Account Holder of a Hope Scholarship Student is not prohibited from making payments using personal funds for the costs of educational goods and services not covered by the funds in their Student's Hope Scholarship account. However, reimbursements for personal expenditures are generally not permitted, with very limited exceptions set forth in the [Hope Scholarship Board Reimbursement Policy](#). Personal deposits into a Hope Scholarship account are never permitted.

Please note: the Board has published lists of non-qualifying or unallowable items to help identify items which cannot be purchased with Hope Scholarship Funds. The Nonqualifying Expense List can be found [here](#). This list is not intended to be fully comprehensive and additional items that are predominantly for personal use or that pose a high risk of fraud also fall into this category and may be added by the Board.

Transactions Using Hope Scholarship Funds

Online Portal Access

Only the Account Holder is authorized to access his or her EMA portal user's account or to complete a transaction using a Student's Hope Scholarship funds. An Account Holder should never share his or her login information.

The Hope Scholarship Board may allow a person who is the Account Holder for multiple Hope Scholarship students residing in the same household to access all the accounts through one online EMA portal user account; however, **Hope Scholarship funds for each Student must remain separate and segregated at all times.**

Purchases

Account Holders **must** complete all payments of Hope Scholarship funds to education service providers and vendors electronically using the online EMA portal, except in very limited circumstances when reimbursements are permitted by the [Hope Scholarship Board's Reimbursement Policy](#). *Please note*, that if a specific vendor is NOT signed up to participate in the Hope Scholarship Program and reimbursement is not permitted by the Board's Reimbursement Policy, Account Holders will be UNABLE to utilize their Hope Scholarship funds to pay for goods or services from that vendor. Account Holders may refer vendors who are not already participating in the Program to the Hope Scholarship Program at hopescholarshipwv@wvsto.com, and the Hope Scholarship team can answer any questions they have and help them sign up.

Again, reimbursements will NOT be allowed except for expenses specifically authorized by the [Hope Scholarship Board's Reimbursement Policy](#). Account Holders should carefully review this policy before making a personal expenditure of funds with the expectation of receiving Hope Scholarship funds as reimbursement.

There are three different mechanisms available to Account Holders for making purchases within the EMA online portal. Invoices for tuition and fees to a participating school are initiated by the participating school, and Account Holders will receive a notification in their EMA portal to confirm their child's enrollment at the school and tuition amount before payment is made to the school. Purchases of educational services (other than tuition and fees) are made through the Find Providers function in the portal, while purchases of goods and commodities are made through the MyScholarShop electronic marketplace.

MyScholarShop has limitations on the purchases of certain technology equipment. Each of the following types of technology may only be purchased after two (2) calendar years have passed since the date the item was originally purchased:

- Desktop computers
- Laptop computers
- Tablets/ Readers
- Monitors
- Portable DVD/CD Players

For example: A Student who purchases a laptop on February 1, 2023, will be eligible to purchase another laptop using scholarship funds on or after February 2, 2025. The Student will still be eligible to purchase a desktop computer, tablet/reader, and monitor, provided there have been no prior purchases of those items within the previous two (2) calendar years.

MyScholarShop only allows the purchase of single quantities of the following types of technology:

- Headsets/ Earbuds
- iPad pencils/ Pointer devices
- Keyboards

Attempts to purchase multiples of the above-listed items in a single order will be denied.

Refunds

All refunds of Hope Scholarship funds by an educational service provider or vendor must be electronically credited directly back to the Hope Scholarship Student's Account. **It is illegal for Hope Scholarship funds to be refunded, rebated, or shared with a parent, Account Holder, or Student in any manner other than a credit directly into the Student's Hope Scholarship account.**

If a Hope Scholarship Student uses Hope Scholarship funds to make a partial payment of tuition or fees to an educational service provider to reserve the Student's enrollment in a Program and the Student does not participate in the Program, the education service provider must electronically credit the payment back to the Hope Scholarship Student's account within thirty (30) days after receiving notice that the Student will not participate in the Program or after the Program has commenced, whichever occurs first. Additionally, if the Student pays for an education service provider's goods or services ahead of time and does not ultimately receive those goods or services, the provider must refund the Student's Account for the value of the goods or services not rendered. **Please email hopescholarshipwv@wvsto.com and notify the Hope Scholarship team if you are concerned that a provider is keeping Hope Scholarship funds in exchange for an enrollment reservation that your Student does not utilize or goods/services that your child does not receive.**

Reimbursements

Reimbursements for payments made out of pocket with non-Hope Scholarship funds will only be permitted when specifically authorized by the [Hope Scholarship Board's Reimbursement](#)

Policy. The vast majority of purchases that are qualifying expenses must be made with an approved Hope Education Service Provider using the EMA portal. **You should carefully review this Policy before making any purchase with personal funds for which you intend to seek reimbursement.**

The most common type of reimbursement that is authorized in the Board's Hope Scholarship Board's Reimbursement Policy, is for out-of-pocket purchases of "off-the-shelf curriculum." Off-the-shelf curriculum is defined as lessons and academic content taught in a specific course, program, or grade level, including supplemental materials directly related to the course of study that is widely and immediately available and not customized or designed for a particular Student. Examples include, but are not limited to, the following: Textbooks (including electronic); Workbooks (including electronic); Student/Teacher Curriculum kits; Student/Teacher Curriculum Educational videos, DVD's, or CD's; Activity/Learning or Study guides; and Teacher Curriculum Lesson plans.

Any reimbursements that have been authorized by the Hope Scholarship Board must be requested in the EMA portal and must be supported with detailed documentation.

Please note: The Account Holder requesting a reimbursement must provide official documentation/receipts from the educational service provider that clearly shows the Student's name, qualifying educational expenses, and the amount of each expense, along with the amount paid and payment dates. The Account Holder must attach detailed, itemized receipts or invoices that reflect the educational expenses. A bank statement alone, without any of the other criteria above, is not sufficient support for a reimbursement request.

Approved reimbursements are issued to Account Holders by one of two methods: (1) Automated Clearing House (ACH) payments or (2) paper checks. Before creating a reimbursement request, the Account Holder will be asked on the EMA portal to select their preferred method of reimbursement. If the Account Holder selects the ACH payment method, the Account Holder will be required to enter their banking information. *Please note:* The Board may adopt alternate methods of issuing reimbursements to Account Holders based on administrative, security, or privacy considerations. Any change to reimbursement method will be communicated to Account Holders via email.

Termination of Program Participation

A Hope Scholarship Student's participation in the Program will terminate if any of the following circumstances occur:

- The Account Holder withdraws the Student from the Hope Scholarship Program;
- The Account Holder fails to submit the annual [Renewal Application](#) for their Student as required by the Board or fails to meet requirements for Program participation/Account renewal;
- The Student's [year-end academic or attendance reporting requirements](#) to student's local

- county board of education are not met;
- The Board suspends or terminates the Student or Account Holder's participation in the Hope Scholarship Program for failure to comply with the requirements of the Hope Scholarship Act, the Board's rules, or other Program requirements; or
 - The Student is no longer eligible to continue Program participation according to the Hope Scholarship Act because the Student:
 - Enrolls full-time in public school;
 - Successfully completes a secondary education program (*i.e.* graduates from high school);
 - Reaches 21 years of age; or
 - Ceases to reside in West Virginia.

An Account Holder must immediately notify the Board if conditions occur that make the Student ineligible to participate in the Program.

If any of the circumstances requiring termination of Program participation occur, the Hope Scholarship Board will notify the Account Holder that the scholarship funds will be placed on hold and the Account will be closed in forty-five (45) days. The Board will close the Account if:

- The Account Holder does not respond to the notice within thirty (30) days of receiving it;
- The Account Holder or Student does not cure the issue in the notice within forty-five (45) days of receiving it; or
- The Account Holder does not provide information showing that the circumstances leading to the Board's decision to close the Account were factually incorrect within forty-five (45) days of the notice.

Any funds remaining in a Hope Scholarship account upon its closure will be returned to the West Virginia Hope Scholarship Program Fund. If an Account is closed because the Student is returning to public school after October 1 of that academic year, upon request of the county Board of Education, the funds in the Student's Account will be transferred to the county Board where the public school is located to fund the Student's education for the rest of the school year.

Account Holder's Obligation to Notify

After a Student has been awarded, if at any time a Student will not be participating in the Hope Scholarship Program, the Account Holder **MUST** immediately provide notice by email to hopescholarshipwv@wvsto.com. **Account Holders must also notify the Board of immediately if the following circumstances occur** in which a Student is ineligible to continue participation in the Hope Scholarship Program:

- The Student enrolls full-time in public school;
- The Student ceases to reside in West Virginia;
- The Student does not enroll in or commence Kindergarten after being awarded as an incoming Kindergarten Student (*i.e.* the Student instead enrolls in another year of preschool);

- The Student successfully completes a secondary education program (i.e. graduates from high school); or
- The Student turns 21 years of age.

Once a Student becomes ineligible to continue Hope Scholarship Program participation, the Account Holder must not attempt to spend Hope Scholarship funds. Utilizing scholarship funds for an ineligible Student is a violation of Program rules. Please review the [Termination of Program Participation](#) section, above, for more information.

Noncompliance, Intentional Misuse of Funds, or Criminal Activity

The Hope Scholarship Board may temporarily freeze or put a hold on an Account if they receive credible information that an Account Holder or Student has violated the Hope Scholarship Act, Program rules or requirements, or engaged in criminal activity involving Hope Scholarship funds. An Account Holder will be notified of an Account freeze or hold within twenty (20) days following change in Account status.

Account Holders must submit to any audit related to Hope Scholarship funds initiated by the Board. Upon request from the Board, an Account Holder must provide all records in the Account Holder's possession relating to Hope Scholarship transactions. Failure to cooperate with an audit may lead to immediate referral to the State Auditor or law enforcement authorities. Violation of the Hope Scholarship Act, Program rules or requirements, or criminal laws may lead to temporary or permanent disqualification from the Program and/or referral to the State Auditor or law enforcement authorities.

Hope Scholarship Program Administration and Oversight

The Hope Scholarship Board

The West Virginia Hope Scholarship Program is administered by the West Virginia Hope Scholarship Board. The Board currently has nine (9) members:

- Chairman, WV State Treasurer – Riley Moore
- WV State Auditor Designee – Anthony Woods, Deputy State Auditor
- WV State Attorney General – Patrick Morrissey
- WV State Superintendent of Schools Designee – Dustin Lambert, Coordinator
- Chancellor of Higher Education Designee – Brian Weingart, Senior Director of Financial Aid
- Director of the Herbert Henderson Office of Minority Affairs – Jill Upson
- Parent Member – Jonathan “Zak” Ritchie
- Parent Member – Charles Russell
- Parent Member – Amanda Hoylman

The Board is authorized to take any action necessary to successfully administer the Hope Scholarship Program, subject to applicable state and federal law, **including, but not limited** to the following:

- Adopt and amend bylaws.
- Execute contracts and other instruments for necessary goods and services, employ necessary personnel and engage the services of private consultants, actuaries, auditors, counsel, managers, trustees, and any other contractor or professional needed for rendering professional and technical assistance and advice.
- Implement the Program through the use of financial organizations as account depositories and managers.
- Develop and impose requirements, policies, procedures, and guidelines to implement and manage the Program.
- Determine whether an expenditure of Hope Scholarship funds is or was a qualifying expense to educate a Hope Scholarship Student. The Board may approve or deny expenditures by a majority vote.
- Review any appeals.

For information about the Board meeting agendas, [please click here](#).

The West Virginia State Treasurer's Office

The West Virginia State Treasurer is the Chairman of the Hope Scholarship Board and his office provides significant administrative support to the Board. Among other duties, the State Treasurer is legally required to provide staffing to the Board, meaning all Hope Scholarship Board staff are employees of the State Treasurer's Office. The State Treasurer's Office also administers the Board's contracts, meeting facilities, and [website](#).

EMA – Education Market Assistant

Step Up For Students-West Virginia, Inc. (SUFS) is a not-for-profit organization that has been engaged by the West Virginia State Treasurer's Office to provide Hope Scholarship Program management including the application intake process and subsequent scholarship funding management. These functions will be supported by the Education Market Assistant (EMA). The EMA portal will serve as the scholarship management platform for Account Holders and providers.

Contact information

If you have any questions regarding your EMA account or application status, please contact WVHope@emaportal.org or call our Service Center at 1-833-622-6819. Our service center is open Monday through Friday from 8:00 a.m. – 5:00 p.m. ET.

If you have general questions about the Hope Scholarship Program, please visit our [website](#) and FAQ at www.hopescholarshipwv.com. You may also email hopescholarshipwv@wvsto.com or call 304-340-5058.

Fraud Reporting: If you are aware of any person who has committed fraud or attempted to commit fraud involving Hope Scholarship funds, you can file a report on the Hope Scholarship website: [Report Fraud \(hopescholarshipwv.com\)](#).

Appendix A – Definitions

Academic year: The period of time occurring between the first day of July and ending on the 30th of June, during which a Student must meet the educational requirements equivalent to an instructional term under W. Va. Code §18-8-1.

Account or Hope Scholarship account: The account established for an individual Hope Scholarship Student in EMA, into which the Board deposits the Hope Scholarship funds allocated to the Student for qualifying educational expenses.

ACH or Automated Clearing House: A national Electronic Funds Transfer network which enables participating financial institutions to distribute electronic credit and debit entries to financial institution accounts and to settle the entries.

Account Holder: The parent, guardian, or other person legally authorized to make educational decisions for Student and designated to manage the Hope Scholarship Student's account according to Program requirements.

Board: The Hope Scholarship Board created pursuant to W. Va. Code §18-31-3.

Curriculum: A complete course of study for a particular content area or K–12 grade level, including any supplemental materials required by the curriculum.

Education service provider or Provider: A person or organization approved to receive payments from Hope Scholarship accounts to provide educational goods and services to Hope Scholarship Students.

Elementary or secondary public school or public school program: A K-12 county school, public charter school, virtual public charter school, or any other publicly supported elementary or secondary school in this state.

Hope Scholarship funds or funds: The moneys deposited in a Hope Scholarship Student's account in accordance with Program requirements.

EMA portal: The online system and interface administered by the Treasurer through which Account Holders, vendors, and service providers may complete transactions using Hope Scholarship Funds.

Hope Scholarship student or Student: A Student who has successfully applied for the Program and awarded participation in the Hope Scholarship Program.

Hope Scholarship website: The website created and maintained by the Board to provide Program information, documents, and forms available to the public. The website address is [Hope Scholarship \(hopescholarshipwv.com\)](http://hopescholarshipwv.com).

Immediate family member: With regard to a Hope Scholarship Student, any of the following:

- The father or mother of the Student, or an ancestor of either;
- The grandfather or grandmother of the Student, or an ancestor of either;
- A brother, sister, stepbrother, or stepsister of the Student;
- A first cousin of the Student;
- A stepfather or stepmother of the Student;
- A brother or sister of the father or mother of the Student;
- A son or daughter of a brother or sister of the Student;
- A father-in-law, mother-in-law, brother-in-law, or sister-in-law of the Student;
- The spouse of the Student;
- The spouse of any person described in the bullet points above;
- A person related to the Student as described in the bullet points above through a lawful adoption.

Individualized Instructional Program (IIP): A customized educational experience that takes place either at home or another location. Hope Scholarship Students with an IIP are not enrolled in a participating school.

Instructional term: A period of continuous enrollment in the West Virginia public school system for the full academic year. The instructional term refers to the regular 180 instructional days of the public-school calendar in accordance with W. Va. Code §18-5-45.

Local county: The county and school district in which the Student resides. This term is used to refer to the local county superintendent or local county board of education of the Student's residential county and school district.

New application: A Student's application to participate in the Hope Scholarship Program for the first time, as opposed to an application to renew participation from one school year to the next. This term also includes an application to participate in the Hope Scholarship Program after a previous Hope Scholarship Student has failed to submit a renewal application for the Program and later wishes to participate.

Participating school or nonpublic school: Any private school that provides education to elementary and/or secondary students and has notified the Board of its intention to participate in the Program and comply with the Program's requirements.

Program: The Hope Scholarship Program.

Student: For the purposes of application requirements, a student refers to an applicant who is eligible to participate in the Hope Scholarship Program according to section 3 of this rule. For the purposes of Program participation requirements, a Student refers to a current Hope Scholarship Student.

Transaction: A single purchase, payment, or transfer.

WVEIS number: The West Virginia Education Information System (WVEIS) number that West Virginia's public school system assigns to individual students to track student information and progress. The Hope Scholarship Board also utilizes this number to track Program eligibility and compliance, and exchange necessary data with the West Virginia Department of Education.

Appendix B – Hope Scholarship Account Holder Agreement

HOPE SCHOLARSHIP ACCOUNT HOLDER AGREEMENT

This contractual agreement must be executed electronically using the Education Market Assistant platform in order to complete your application to participate in the Hope Scholarship Program.

DEFINITIONS OF TERMS USED IN AGREEMENT

Account means the Student's Hope Scholarship Account. **Account Holder** means the parent of the Student or other person designated and authorized to administer and manage the Student's Hope Scholarship Account. **Account information** means all information within EMA associated with a Hope Scholarship account, including but not limited to records of account balance, account transactions, account invoices, and account user information. **Act** means the Hope Scholarship Act, contained in *W. Va. Code* §§ 18-31-1 *et seq.* **Agreement** means the Agreement between Account Holder and the Board contained herein, which includes the terms required by *W. Va. Code* § 18-31-5 and *W. Va. Code of State Rules* § 112-18-11.3. **Board** means the Hope Scholarship Board, established in *W. Va. Code* § 18-31-3. **County** means the county school district in which the Student resides. **EMA** means the Hope Scholarship Program's Education Market Assistant ("EMA") portal, or any other portal utilized by the Board, as "portal" is defined in *W. Va. Code of State Rules* § 112-18-2. **Participating school** means an approved educational service provider that is a participating school, as that term is defined in *W. Va. Code* § 18-31-2. **Program** means the Hope Scholarship Program. **Program Manager** means the entity the board selects and contracts with to administer the EMA portal or other substantial program functions on behalf of the Board. **Provider** means an approved education service provider in the Hope Scholarship Program, as defined in *W. Va. Code* §18-31-2, and includes a provider's duly authorized employees, agents, and subcontractors. **Rules** means the Hope Scholarship Board's legislative rules, contained in *W. Va. Code of State Rules* §§ 112-18-1 *et. seq.*; the Hope Scholarship Board's procedural rules, contained in *W. Va. Code of State Rules* §§ 112-19-1 *et. seq.*, and any Program policies and requirements adopted by the Board. **Student** refers to the student on whose behalf Account Holder is applying for participation in the Program. **Student information** means information pertaining to a Hope Scholarship student or Program applicant that Account Holder submits to the Board, the County, or the West Virginia Department of Education for the purposes of participating in or applying to participate in the Program. **WVSTO** means the West Virginia State Treasurer's Office under the supervision of the West Virginia State Treasurer, acting as Chairman to the Board and entering into this Agreement pursuant to *W. Va. Code of State Rules* § 112-19-9.2.

TERMS AND CONDITIONS

I, the Account Holder, hereby understand and agree to the following requirements, terms, and conditions:

A. *General Provisions:*

- Account Holder hereby submits an application on behalf of a student who is eligible to participate in the Program, according to the requirements of the Act and the Rules.
- Account Holder is the Student's biological parent, legal guardian, or custodian, or is another person with legal authority to act on behalf of the Student.
- Failure to sign this Agreement is grounds for denial of the Student's application for the Program.
- Account Holder and the Student will comply with the Act and the Rules at all times.
- Account Holder has carefully reviewed and understands all information contained in the Hope Scholarship Parent Handbook located at <https://hopescholarshipwv.com/>.
- If the Student returns to public school, the Student is no longer eligible for the Program and the Account Holder must provide notice by email to hopescholarshipwv@wvsto.com within 5 business days of the Student's return to public school.

- If the Student is no longer a resident of West Virginia, the Student is no longer eligible for the Program and the Account Holder must provide notice by email to hopescholarshipwv@wvsto.com within 5 business days of the Student moving out of state.
- If the Student graduates from a secondary school program, the Student is no longer eligible for the Program and the Account Holder must provide notice by email to hopescholarshipwv@wvsto.com within 5 business days of the Student's graduation.
- The Board and the WVSTO will direct all communications, including communications required by the Act or the Rules, by electronic mail (email) to the email address for Account Holder that Account Holder uses to create an Account in EMA, and all emails successfully delivered to said email address are deemed received by Account Holder. It is Account Holder's responsibility to maintain and regularly monitor Account Holder's email address listed in EMA for communications from the Board, and Account Holder will immediately update Account Holder's email address in EMA if the Account Holder's email address changes during the Student's Program participation.
- Failure to comply with this Agreement, the Act, or the Rules may result in termination of participation in the Program for Account Holder, the Student, or both Account Holder and the Student. If the Student's Account is terminated due to failure to comply with the terms of this Agreement, the Act, or the Rules, all funds remaining in the Student's Account will be returned to the State.
- Failure to comply with the Act, the Rules, or this Agreement, or commission of any crime involving Hope Scholarship funds, may result in permanent disqualification from Program participation for Account Holder, the Student, or both Account Holder and the Student.
- The Student's participation in the Program is a parental placement under 20 U.S.C. §1412 of the Individuals with Disabilities Education Act (IDEA) and participation in the Program releases the public school system of the County from its obligation to provide the student with a free appropriate public education (FAPE). For more information about the rights of parentally placed students under IDEA and applicable state laws and regulations, please refer to the information contained in West Virginia Board of Education Policy 2419: Regulations for the Education of Students with Exceptionalities and the corresponding Procedural Safeguards Brochure found at [Policy 2419 - West Virginia Department of Education \(wvde.us\)](http://Policy 2419 - West Virginia Department of Education (wvde.us)).
- Account Holder will neither share in nor permit the Student to share in Hope Scholarship funds in any manner, as strictly prohibited by *W. Va. Code* § 18-31-7 and *W. Va. Code of State Rules* § 112-18-11.3.
- Neither the Board nor the WVSTO is responsible or liable for any action or failure to act by a Provider. Account Holder will hold the Board and the WVSTO harmless for any injury or damage caused to Account Holder or the Student by the action or inaction of a Provider.

B. Educational Requirements

- Account Holder will provide an education for the Student in at least the subjects of reading, language, mathematics, science, and social studies.
- Account Holder will afford the Student opportunities for educational enrichment such as organized athletics, art, music, or literature.
- Account Holder will provide a Notice of Intent to participate in the Hope Scholarship Program to the County superintendent.
- If the Student is enrolled in a participating school, Account Holder will ensure that the Student remains in good standing with the participating school in order to continue participation in the Program.
- If the Student is enrolled in an individualized instructional program, Parent will ensure that the Student is academically evaluated annually using one of the methods below, and provide documentation of the evaluation to the County superintendent by no later than June 8th each year, in order to continue participation in the program:

Evaluation method 1: The student may take a nationally normed standardized achievement test of academic achievement. The mean of the child’s test results in the subject areas of reading, language, mathematics, science, and social studies for any single year is above the fourth stanine, or if below the fourth stanine, must show improvement from the previous year’s results.

Evaluation method 2: A certified teacher conducts a review of the student’s academic work annually and determines the student is making academic progress commensurate with his or her age and ability.

C. Use of Hope Scholarship Funds

- Account Holder will only use Hope Scholarship funds for qualifying expenses to provide the Student with an education.
- Account Holder will not receive a payment, refund, or rebate of Hope Scholarship funds from any Provider whatsoever, including but not limited to a refund, rebate, gift card, or credit for any goods or services paid for with Hope Scholarship funds then later returned to the Provider.
- Account Holder is responsible for the payment of all educational expenses in excess of the amount of Hope Scholarship funds in the Student’s Account, according to any agreement between Account Holder and a Provider.
- Account Holder must not take possession of Hope Scholarship funds in any manner; provided, that Account Holder may receive reimbursements for qualified expenses when authorized by the Hope Scholarship Board.
- Account Holder may not resell items purchased with Hope Scholarship funds to other parties.
- If the Student receives services provided by a public school system, tuition will be charged by the County board of education proportionate to the percentage of total instruction provided to the student by the public school system.

D. Renewal of Program Participation

- Participation in the Program must be renewed annually in accordance with the Act and the Rules, and the Student must meet all Program eligibility requirements for the duration of Program participation.
- Renewal applications are required for continued participation in the Program from one school year to the next and must be submitted to the Board by the date established and communicated to Account Holders by the Board. If Account Holder does not submit a renewal application for the Student but the Student desires to participate in the Program, Account Holder must reapply for the Program and the Student must meet eligibility requirements to apply for the Program at the time the application is submitted.

E. Sharing of Student and Account Information

- The Board, the WVSTO, and the Program Manager will have unlimited access to view any and all account information and student information associated with the Student’s application and Account.
- Providers, including any authorized employee, subcontractor, agent, or volunteer that a Provider authorizes to access EMA on the provider’s behalf, may search for and view account information and student information through EMA for the purposes of account invoicing and identification of Provider’s students.
- Account Holder hereby consents to the sharing of student information and account information among the following parties for the purpose of Program administration: The Hope Scholarship Board, the WVSTO, Providers, the Program Manager, the County, and the Department of Education.

>>>>Signature<<<<<