EMA
Education Market Assistant

FAQs
School Information

Q & A

- How do you create Tuition & Fees schedules?
- How is an invoice created?
- How do parents accept enrollment requests so that schools can receive funds?

Tuition & Fees

Entering tuition and fees is as simple as 3 steps. First, click on the enrollment option on the left-hand side of your menu. After this, your school information will display. Please review and confirm the information. Once you do, select the Tuition tab to start entering your school's tuition and fees.

Tuition & Fee Breakdown

Tuition

Please add your school tuition. You will have the ability to enter each grade you serve from (Pre-K through 12).

⊕ ADD

NAME OF TUITION	GRADES	Amount

Fees

Please add your school fees. Examples: Uniforms, books, transportation, registration, test fees, etc.

⊕ ADD

FEE CATEGORY	NAME OF FEE	Amount

Maximum Published Tuition & Fee Schedules

Please add your maximum tuition and fee schedule for every grade you serve. IMPORTANT: Once a School Enrollment Form is sent, all maximum published tuition schedules are locked and unable to be edited until the following school year. Make sure to enter every grade you serve.

⊕ ADD

NAME OF TUITION & FEE SCHEDULE	GRADES	Amount	SEF SUBMITTED?		

IMPORTANT: Once a School Enrollment Form is sent using a tuition schedule, it will be locked and will not be able to be edited.

Tuition & Fee Breakdown Continued...

Additional Tuition & Fee Schedules

Please create your tuition and fee schedules. These are the schedules you will use for invoicing. IMPORTANT: Once a School Enrollment Form is sent using a tuition schedule, it will be locked and will not be able to be edited. You can still create new schedules, as long as they do not exceed the maximum published amount for any particular grade. Make sure to enter every grade you serve.

⊕ ADD

NAME OF TUITION & FEE SCHEDULE	GRADES	Amount	SEF SUBMITTED?		

IMPORTANT: Once a School Enrollment Form is sent using a tuition schedule, it will be locked and will not be able to be edited. You can still create new schedules, as long as they do not exceed the maximum published amount for any particular grade. Make sure to enter every grade you serve.

Finding students

Enrolling students in EMA is a simple process; schools type the student's name in the search bar and match the name with the information provided by the parent.

After selecting the correct student, schools can move on to the Enrollment Requests tab.

Enrollment requests

The student's parent will need to approve the student's enrollment request and the tuition and fees amount before you can see the student in your roster.

Enroll Form

The students will then appear in the Enroll Form tab.

From there schools can select the school year for which they are enrolling the students, student start date, grade, and tuition and fees.

Confirm enrollments

Confirm Enrollments

STUDENT NAME	AWARD ID	GRADE	TUITION & FEES SCHEDULE	START DATE	TOTAL AMOUNT
Diya K	20000000	2	▮	6/24/2022	$7,100.00

IMPORTANT: NO CHANGES WILL BE ALLOWED after tuition and fees have been certified and at least one School Enrollment Form has been submitted. This means your tuition and fees will be locked-in until the following school year.;

If you think your school will update the Tuition and Fees before the start of the 2022-2023 school year, please wait until such time to certify your tuition and fees in our system and before submitting any School Enrollment Forms.

CANCEL   CONFIRM

Parent confirmation Email

Once the enrollment process is complete the parent will receive an email notification to approve the enrollment and the tuition charged to the student. Declining the request is a denial of payment to the private school; the school will not receive payment and the parents may be responsible for the full cost of tuition and fees.

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ENROLLMENT NOTIFICATION

Dear █████

You have received a request to approve a School Enrollment Form from School ██████ for the student named below.

Student's Name: █████
Academic Year: 2022 - 2023

A School Enrollment Form links your student to the selected private school for billing purposes. When you accept a School Enrollment Form, you are approving the use funds from your student's Hope Scholarship Account to pay the school directly for the amount of the tuition and fees or the available balance in your student's account, whichever is less. Payments to the school will be divided by the number of deposits made into the students' account. For example, if the student's tuition in $1,000, and the scholarship is $400 with two yearly deposits, you are approving two payments of $200 for the selected school.

PARENT ENROLLMENT ACTIONS

Parents can view and approve enrollment requests from the Dashboard.

Once a parent clicks on the blue check mark, a pop-up will appear asking the parent to confirm the enrollment.

School roster

Once the parent approves the enrollment request, the student will appear in the school's roster tab.

School withdrawal form

A student who is no longer attending a school **or** that needs to have their tuition and fees updated will need to be withdrawn from the system.

The withdrawal form is easy to access from the roster; simply find the student to be withdrawn and click on the red 'X' next to their name.
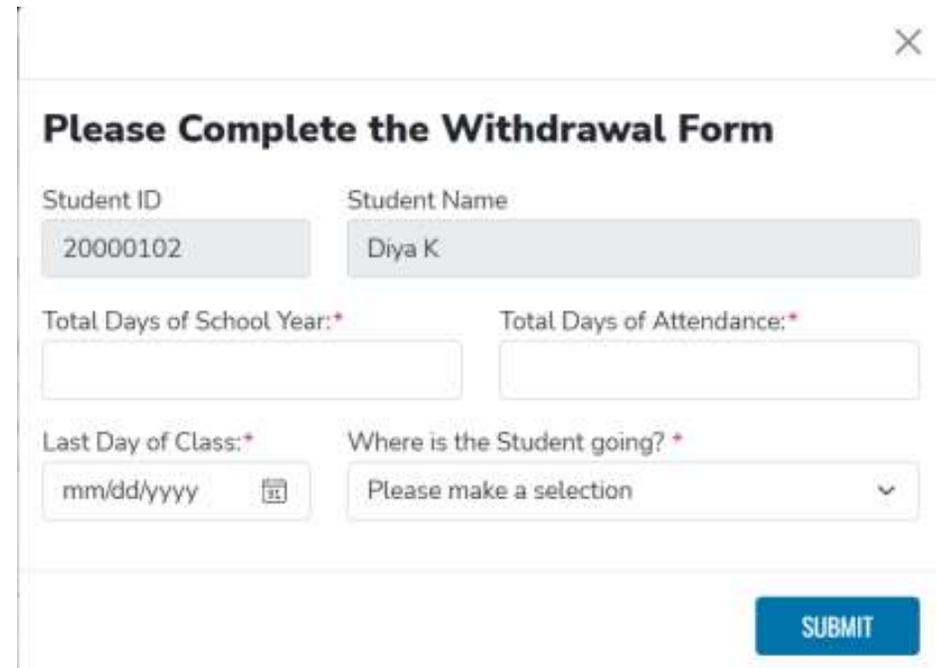
Please Complete the Withdrawal Form

Student ID
20000102

Student Name
Diya K

Total Days of School Year:*

Total Days of Attendance:*

Last Day of Class:*
mm/dd/yyyy

Where is the Student going? *
Please make a selection

SUBMIT

Student reporting

By selecting the "Students" option on the menu and selecting the "Student Reporting" tab, schools can see a list of all the students that have received a student enrollment request, and their status – accepted, rejected, or pending.

How is an invoice created?

Invoices for tuition & fees are created from the Billing option on your menu. The Billing option will give you access to create invoices for services as well as tuition & fees. In addition, you can access the reporting feature for up-to-date records.

You must select the school year you wish to start invoicing for. You may also select individual students or all students, please review the information to ensure it is correct.

Confirmation Window

Are you sure you want to submit these invoices?

After submitting your invoices for payment, please use the reporting tab for invoice status.

PO #	INVOICE #	STUDENT NAME	GRADE	Amount
				2625.0

YES NO

TIP: Remember to review the information before clicking on Yes to Submit.

Reporting

Reporting allows you access to view transactional history for your business, such as payments that have gone out, are pending, or were declined.
From this tab, you may also export a report with this information for your records.

Reporting Continued...

Let's take a look at the statuses you will see on the Reporting tab in EMA.

Statuses:

In process – Pending in our system.
Paid – Has been paid out to the school.
Approved – Pending in our system.

Contact Us!

Have questions about your EMA Account, how to apply for the Hope Scholarship, or the status of your application? Please contact the EMA Contact Center at:
(833)622-6819
WVHope@emaportal.org
Have general questions regarding the Hope Scholarship Program? Please contact us at:
hopescholarshipwv@wvsto.com
(304)340-5058