

STEP UP FOR STUDENTS APPLICATION PROCESS EXPLAINED

We know that the Step Up for Students (SUFS) application process can be a little confusing, so we have tried to summarize it here. If, however, you still have questions, please do not hesitate to contact Carol Sanders in the business office at tuitionassistance@genevaschool.org.

[LINK TO APPLY FOR STEP UP FOR STUDENTS SCHOLARSHIP](#)

STEP UP FOR STUDENTS APPLICATION

In 2026, SUFS began receiving new and renewal applications on February 1. Families are encouraged to apply early as funds are limited and awarded on a first-come, first-served basis.

In 2026, renewal applications must be received by April 30. Applications received after April 30 are considered a new student application and may jeopardize a student's state scholarship.

- **SUBMIT**

Use the link above to complete your Step Up for Students application (either a new application or a renewal). Please submit one application per family, per program. If you are applying for a scholarship for multiple students, be sure to include all applicable students before submitting. If you forget to add a student, you will need to wait until your application shows an "On Hold" or "Complete" status before you can add the missing student.

- **ACCEPT**

After you complete your application, you will get an email from SUFS telling you a decision has been made. You will then need to log back in to your account and accept your award(s).

- **SCREENSHOT**

At this point, please take a screenshot of the accepted award(s) and email it to tuitionassistance@genevaschool.org.

- **CONFIRM ENROLLMENT**

As soon as the SUFS's portal opens for schools, the business office enters your child(ren)'s award ID. Please note: they can only do this if they have received a screenshot from you that shows your child's name and the award ID. SUFS will then send you (the parent) an email asking you to confirm your child(ren)'s enrollment at TGS. **Parents must confirm for every child.** Only after you have confirmed your child(ren)'s enrollment at TGS is the renewal process complete.

CONFIRM STEP UP PAYMENTS THROUGH THE SCHOOL YEAR

Each quarter (August, November, February, and April), parents receive a notification from SUFS prompting them to approve the quarterly tuition payment.