

Hope Scholarship Program

Parent/Guardian Portal User Guide

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1. Introduction

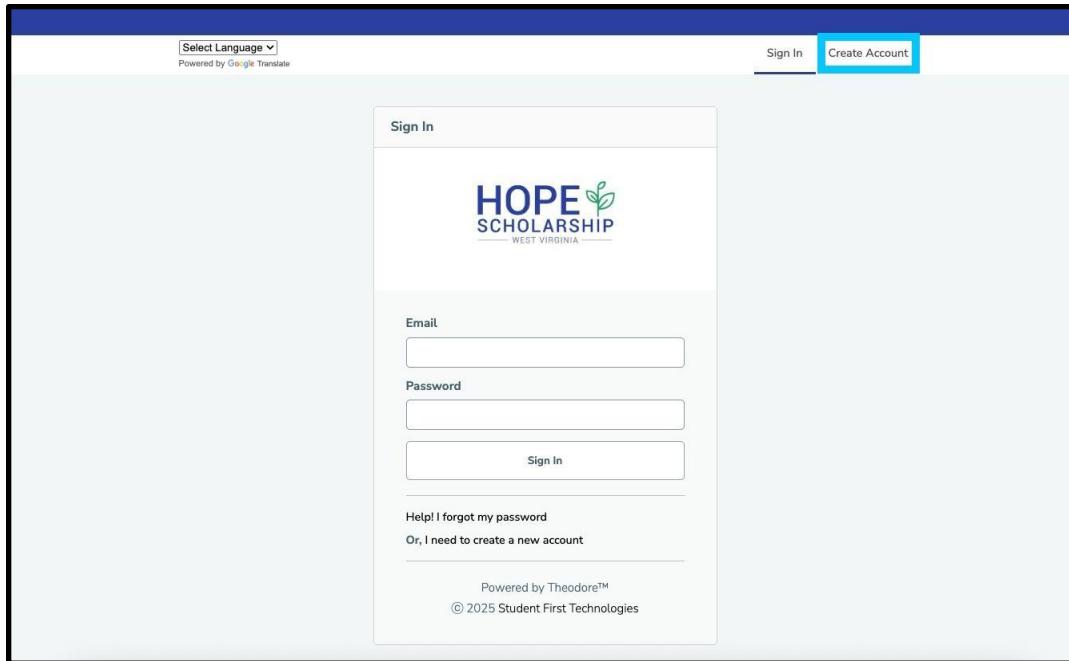
Welcome to the Hope Scholarship Portal for Parents/Guardians. This guide will walk you through the essential steps to set up and manage your account, ensuring a smooth experience for you and your participating student(s).

2. Creating a New Account

To participate in the Hope Scholarship Program, you must first create a Parent/Guardian account on the online Hope Scholarship portal. This section will guide you through the account creation process.

Getting Started

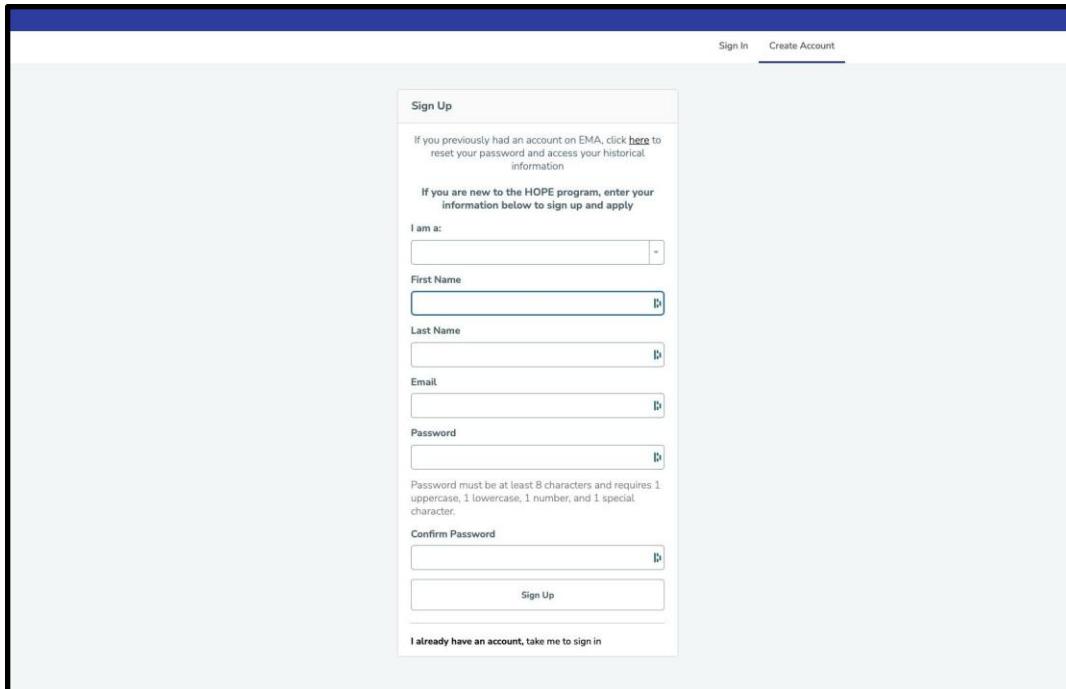
- Navigate to the online Hope Scholarship portal by visiting app.hopescholarshipwv.com in your web browser.
- You will arrive at the Sign-In Page, which serves as the main entry point for the online Hope Scholarship portal.



- To create a new account, click the "**Create Account**" button located in the top right corner of your screen.

Account Creation Process

- After clicking "Create Account," you will be navigated to the "**Sign Up**" page where you will complete the account creation process.

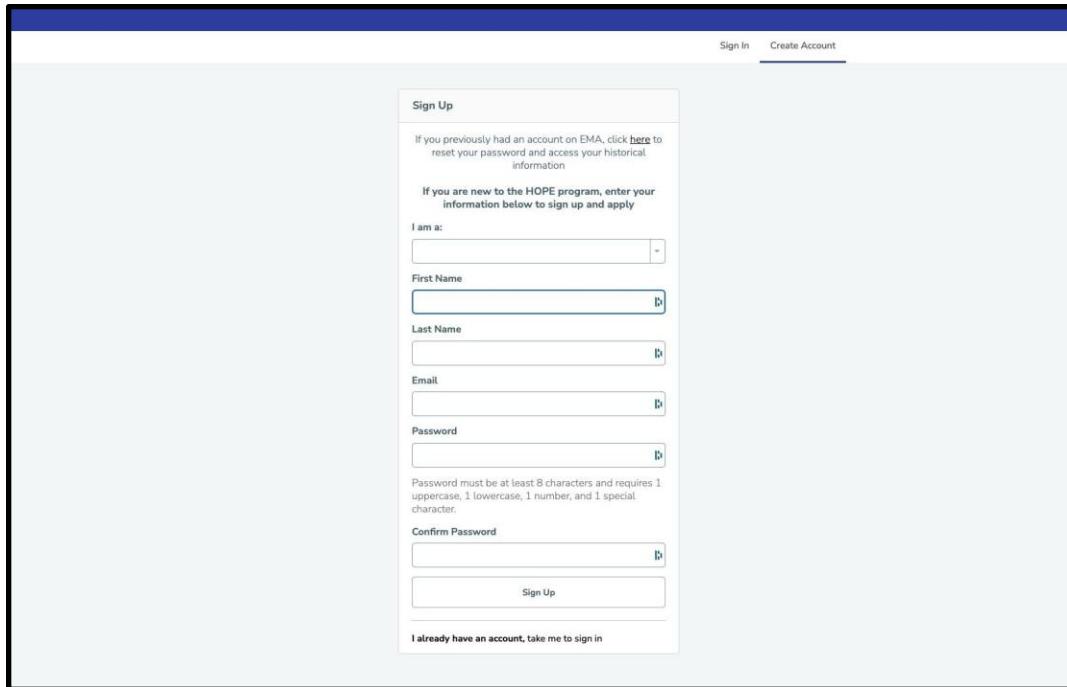


The screenshot shows the 'Sign Up' page for the HOPE Scholarship. At the top, there are 'Sign In' and 'Create Account' links. The 'Create Account' link is underlined, indicating it is the active page. The form itself is titled 'Sign Up' and contains the following fields:

- A dropdown menu labeled 'I am a:'.
- Text input fields for 'First Name', 'Last Name', 'Email', and 'Password'.
- A password strength indicator below the 'Password' field: 'Password must be at least 8 characters and requires 1 uppercase, 1 lowercase, 1 number, and 1 special character.'
- A 'Confirm Password' field.
- A 'Sign Up' button.
- A link at the bottom left: 'I already have an account, take me to sign in'.

Complete the following steps to create your new account:

- **Select your role:** Choose "**Parent/Guardian**" from the "I am a..." dropdown menu.
- **Enter your personal information:**
 - **First Name:** Enter your legal first name as it appears on official documents.
 - **Last Name:** Enter your legal last name as it appears on official documents.
- **Provide your email address:**
 - Enter an email address that you have regular access to and plan to use throughout your participation in the Hope Scholarship Program.
 - **Important:** This email address will be used for all program communications, including application updates, funding notifications, and important announcements.
- **Create your password:**
 - Enter a password that meets the security requirements listed on the Sign Up form.
 - **Re-enter your password** in the confirmation field to verify accuracy.
 - **Note:** Password requirements are displayed on the form to ensure account security.



Note: If your student participated in the Hope Scholarship Program during the 2022–2023 or 2023–2024 school years through the previous online portal, EMA, and you use the same email address to set up an account in the new system, you will see an error message stating that you already have an account. If this happens, simply click the link to reset your password for the existing account that was transferred from the EMA portal. Your student’s prior participation data should be available once you log in to your account.

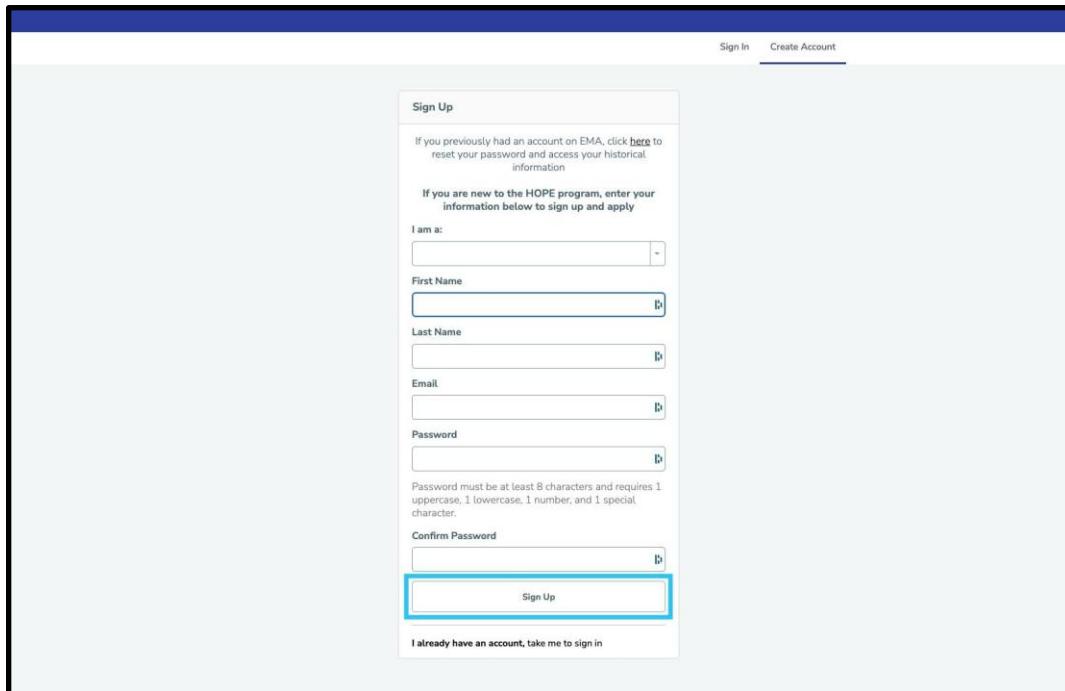
Important Security Reminder

- **Record your login information securely:** Parents/Guardians are strongly encouraged to safely store their Hope Scholarship login credentials (email address and password) in a secure location.
- Consider using a password manager or other secure method to maintain this information for easy access throughout your program participation.

Completing Account Creation

- Once you have completed all required fields in the Sign Up form, review your information for accuracy.

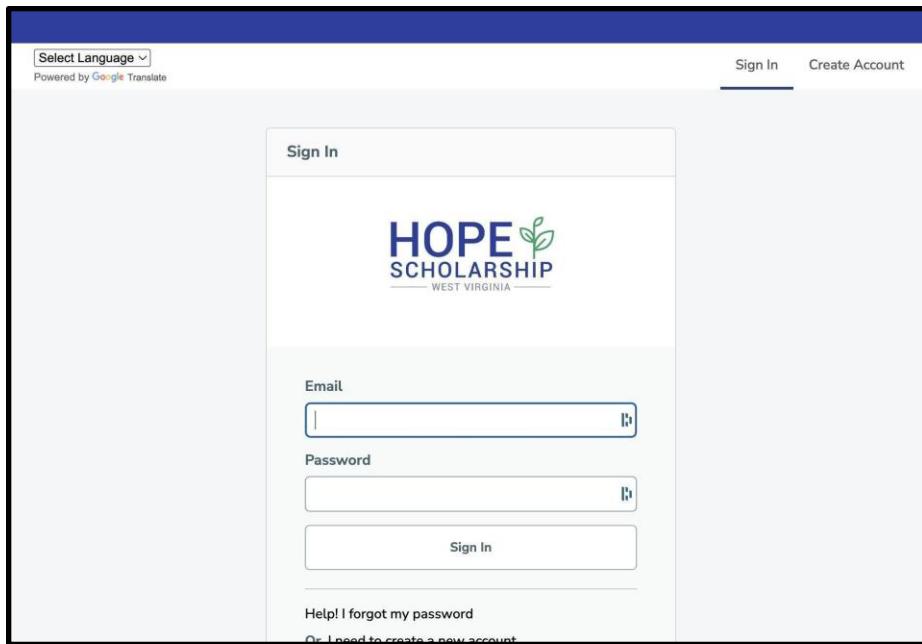
- Click the "Sign Up" button to finalize your account creation.



- Upon successful completion of the Sign Up process, you will be automatically directed to your Family profile within the Hope Scholarship platform for the 2025-2026 school year.

3. Accessing Your Parent/Guardian Account

- Navigate to the Hope Scholarship Program login page
- Enter your email address and password
- Click "Log In" to access your account



Select Language ▾
Powered by Google Translate

Sign In Create Account

Sign In

HOPE
SCHOLARSHIP
WEST VIRGINIA

Email

Password

Sign In

Help! I forgot my password
Or I need to create a new account

If you forgot your password:

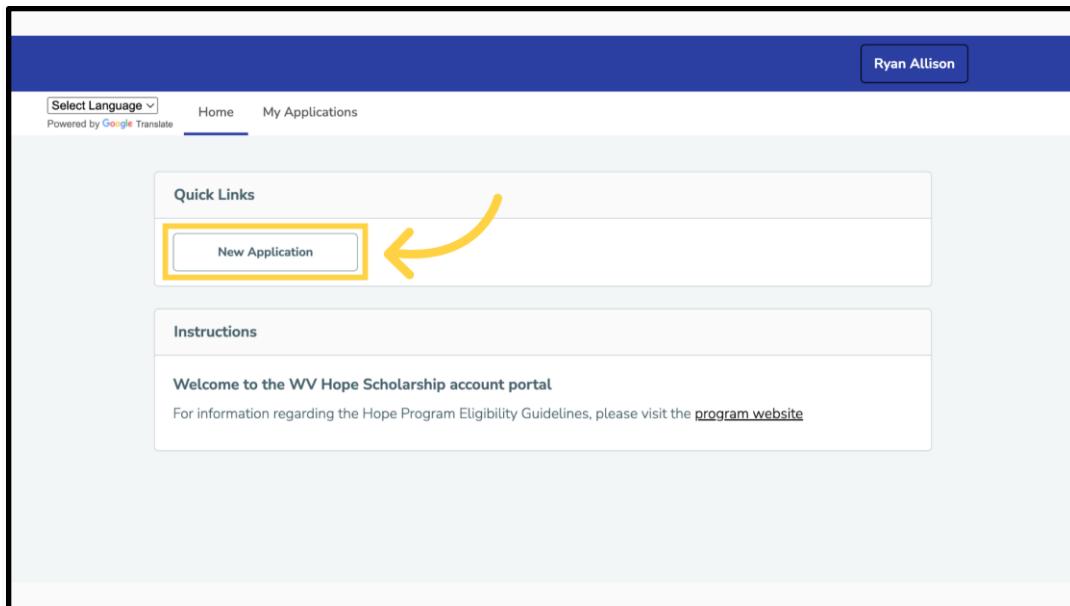
- Click "Help! I forgot my password" on the login screen
- Enter your email address associated with your Hope Scholarship account
- Follow the reset instructions sent to your email
- Create a new password

Log in with your updated credentials

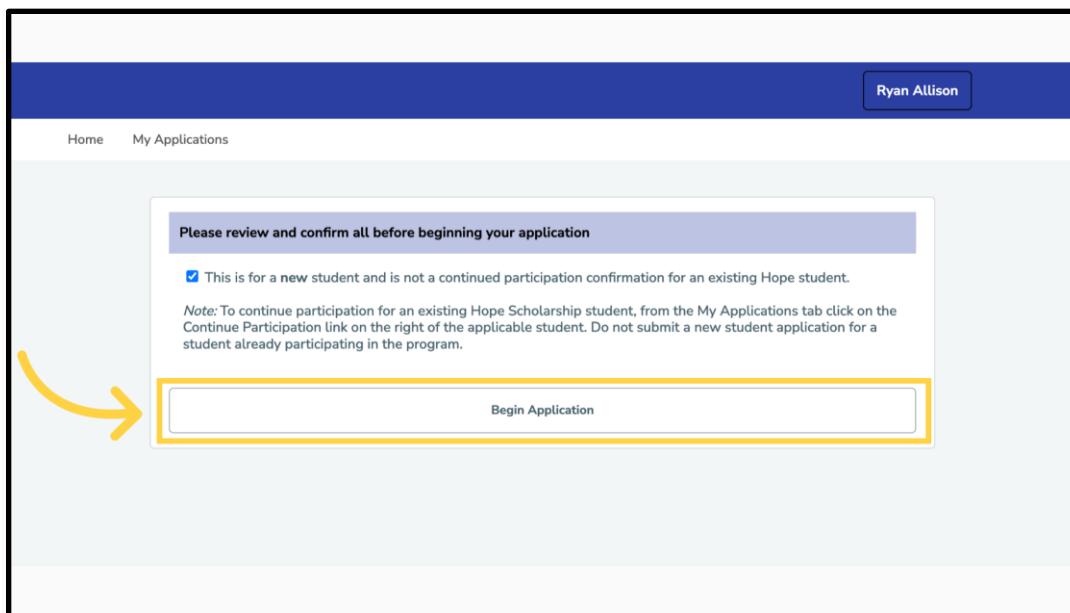
4. Submitting an Application for a New Student

To begin the application process for the Hope Scholarship Program:

- Navigate to app.hopescholarshipwv.com in your web browser and log in to your account
- Once logged in, you'll see your Application Dashboard
 - This serves as your central hub for managing applications
 - Click "New Application" to begin the process



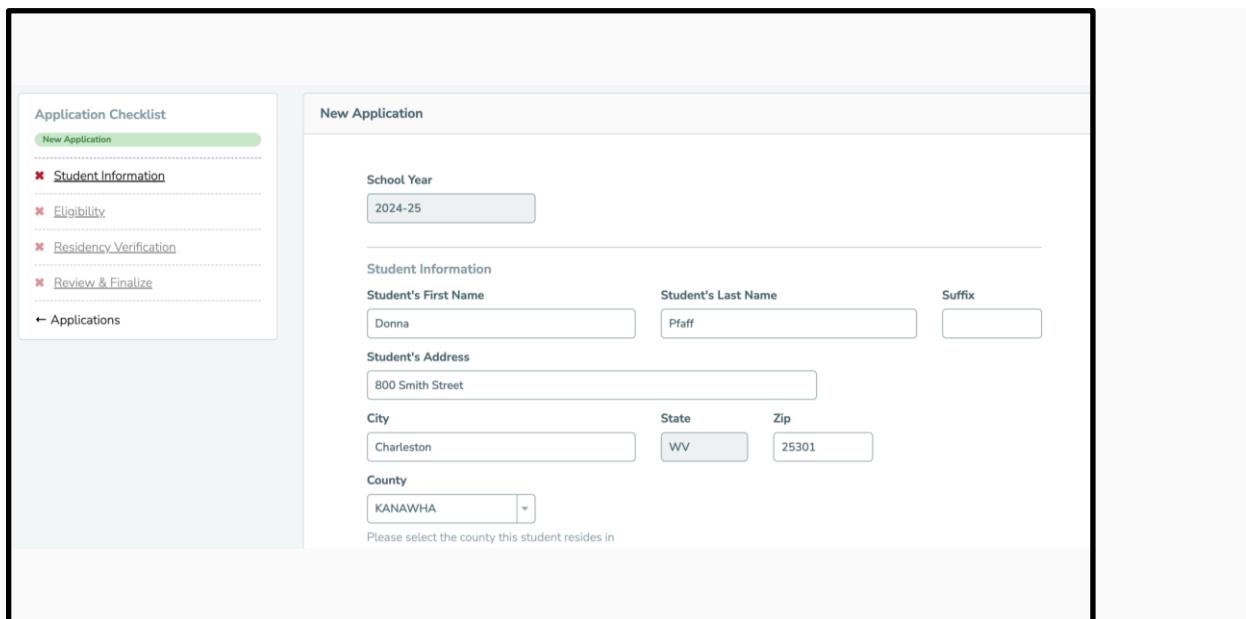
- Review and confirm your intent to apply:
 - Check the "Confirm New Application" box
 - This feature ensures you're intentionally starting a new application
 - Click "Begin Application" to proceed



The application consists of four main sections:

1. Student Information
2. Eligibility
3. Residency Verification
4. Review & Finalize

Use the Application Checklist on the left side of your screen to track your progress through each section. Remember to click "Save and Continue" after completing each section to ensure no data is lost.



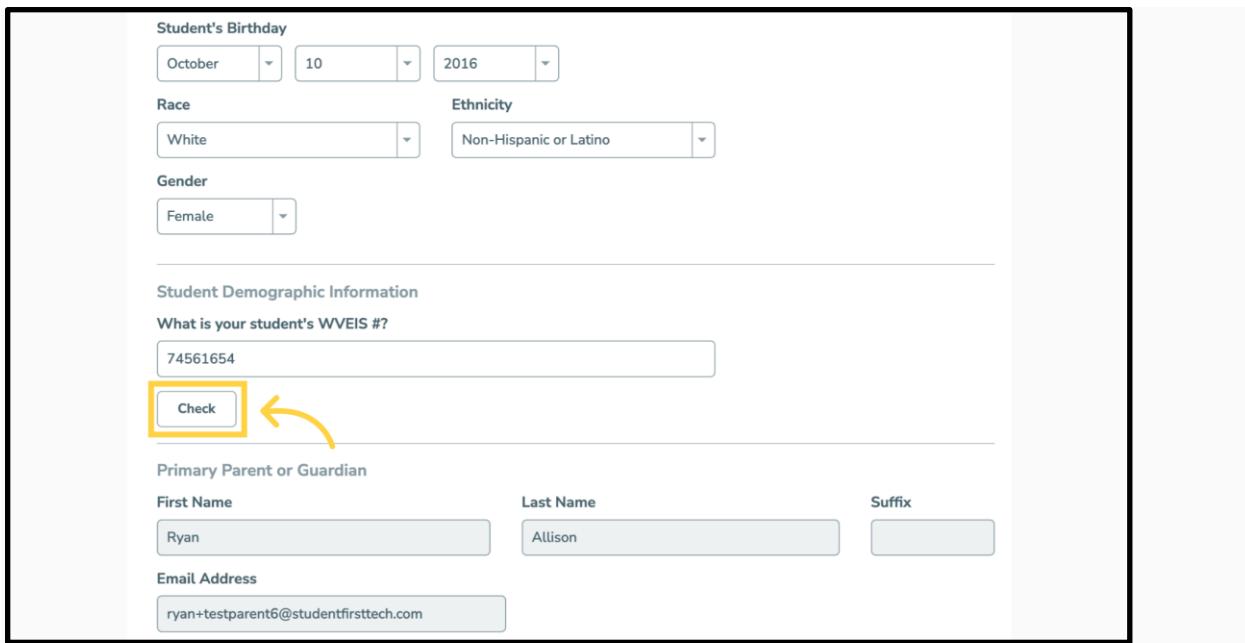
The screenshot shows the HOPE Scholarship application process. On the left, a vertical sidebar titled 'Application Checklist' lists the sections: 'New Application' (highlighted in green), 'Student Information', 'Eligibility', 'Residency Verification', 'Review & Finalize', and 'Applications'. The main area is titled 'New Application' and contains the following fields:

- School Year:** 2024-25
- Student Information:**
 - Student's First Name:** Donna
 - Student's Last Name:** Pfaff
 - Suffix:** (empty field)
- Student's Address:** 800 Smith Street
- City:** Charleston
- State:** WV
- Zip:** 25301
- County:** KANAWHA
- Note:** Please select the county this student resides in

Student Information Section

- Enter your student's demographic information:
 - Full legal name
 - Date of birth
 - Address
 - County of residence
 - WVEIS number (typically found on your child's report cards or school lunch bills)

- Grade level for the year for which you are applying for the scholarship
- Click "Check" to verify that you are using the correct WVEIS number



Student's Birthday

October 10 2016

Race: White | Ethnicity: Non-Hispanic or Latino

Gender: Female

Student Demographic Information

What is your student's WVEIS #?

74561654

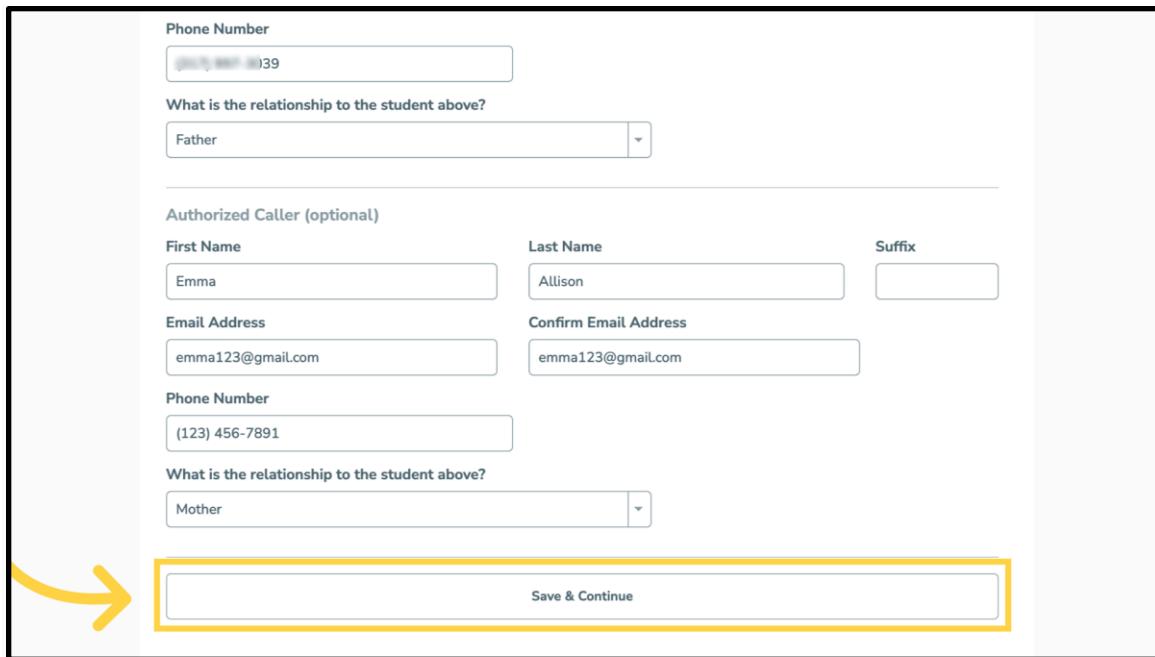
Check (button highlighted with a yellow box and arrow)

Primary Parent or Guardian

First Name: Ryan | Last Name: Allison | Suffix:

Email Address: ryan+testparent6@studentfirsttech.com

- Optional: Add Authorized Callers
 - Include other individuals, such as grandparents, who may need to speak on behalf of the student
 - This step is optional but important if other stakeholders are involved in the student's education
 - Provide their contact information and relationship to the student
 - Click "Save and Continue"



Phone Number

What is the relationship to the student above?

Authorized Caller (optional)

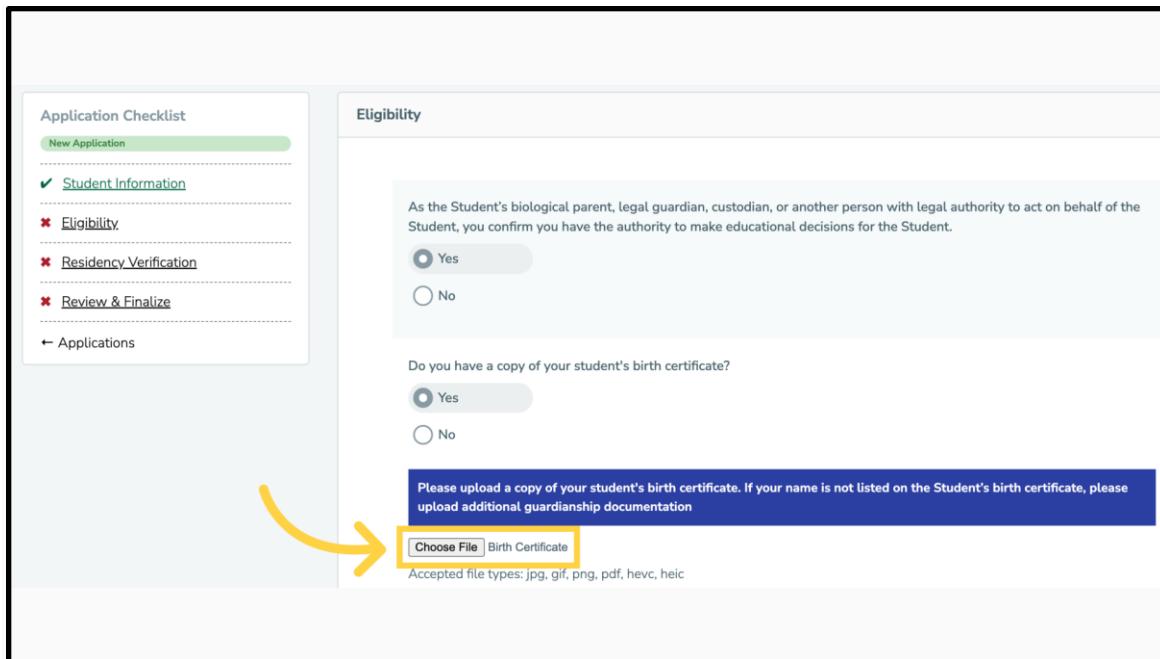
First Name <input type="text" value="Emma"/>	Last Name <input type="text" value="Allison"/>	Suffix <input type="text"/>
Email Address <input type="text" value="emma123@gmail.com"/>	Confirm Email Address <input type="text" value="emma123@gmail.com"/>	
Phone Number <input type="text" value="(123) 456-7891"/>		

What is the relationship to the student above?

Save & Continue

Eligibility Section

- Verify your legal authorization to apply on behalf of the student
- Upload student's government-issued birth certificate (ensure it's in one of the supported file formats for clear visibility and is not one issued by your hospital)
- If your name does not appear on the birth certificate, please also upload documentation establishing your legal authority to act on the student's behalf. Please refer to the FAQs on our website, [Hope Scholarship > Home > About > FAQ](#), for common questions about guardianship issues.



Application Checklist

- New Application**
- ✓ Student Information**
- ✗ Eligibility**
- ✗ Residency Verification**
- ✗ Review & Finalize**

Eligibility

As the Student's biological parent, legal guardian, custodian, or another person with legal authority to act on behalf of the Student, you confirm you have the authority to make educational decisions for the Student.

Yes

No

Do you have a copy of your student's birth certificate?

Yes

No

Please upload a copy of your student's birth certificate. If your name is not listed on the Student's birth certificate, please upload additional guardianship documentation

Choose File Birth Certificate

Accepted file types: jpg, gif, png, pdf, hevc, heic

- Indicate any special needs (optional):
 - Select appropriate options from dropdown menu
 - Upload supporting documentation if applicable (this is optional but may support future purchases related to their diagnosis)
 - Specify reason for public school withdrawal from the dropdown menu
- Click "Save and Continue"

Is your student classified as a student with special needs? Please note that your response to this question does not impact your student's scholarship amount. This data is being collected to help satisfy legislative reporting requirements at an aggregate level. Special needs include cognitive or psychiatric conditions, physical impairments, chronic illnesses, learning disabilities, etc.

Yes

No

OPTIONAL: If you answered yes above and wish to have documentation of your child's special needs on file to support certain purchases related to their diagnosis, please upload the documentation here. This is NOT required.

[Choose File](#) Special Needs Documentation

Accepted file types: jpg, gif, png, pdf, hevc, heic

[Add Another File +](#)

What is the reason for withdrawing your child from public school?

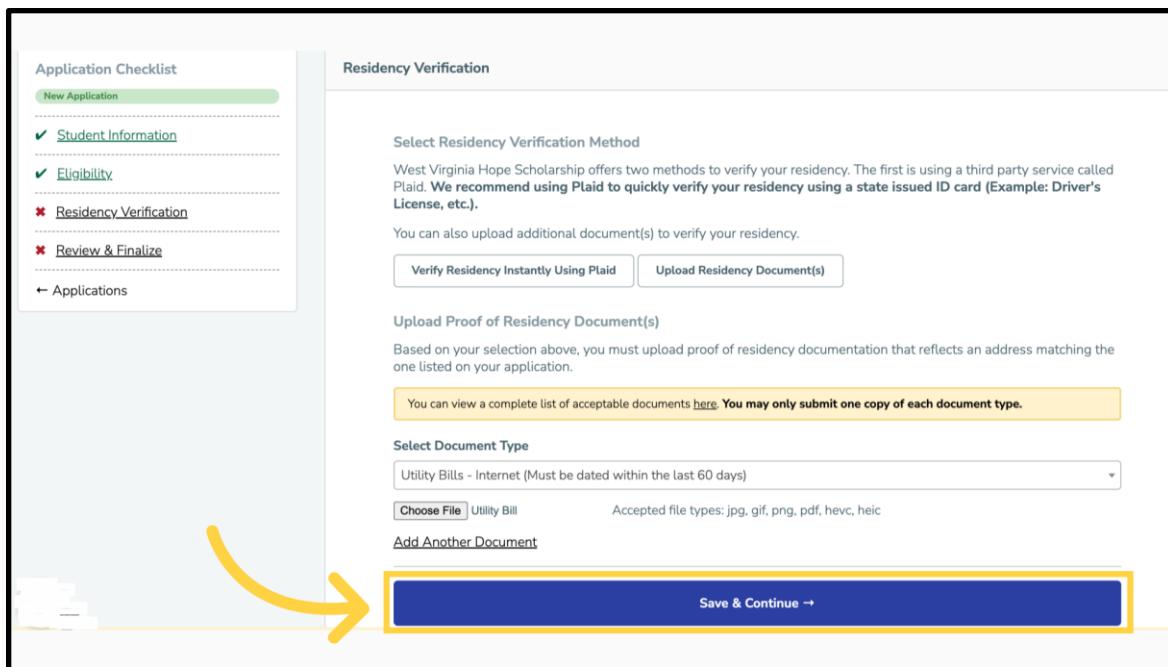
Wanted a smaller class size

 **Save & Continue →**

Residency Verification Section

Complete verification using one of two methods.:

1. Plaid verification:
 - Quick and secure verification using your driver's license or state issued ID.
 - PLAID instructions are included beginning on pg. 22 of this document
2. Document upload:
 - Select document type from dropdown menu
 - Upload qualifying document (e.g., vehicle registration)
 - Click "Save and Continue"



Application Checklist

- New Application**
- ✓ Student Information**
- ✓ Eligibility**
- ✗ Residency Verification**
- ✗ Review & Finalize**
- ← Applications**

Residency Verification

Select Residency Verification Method

West Virginia Hope Scholarship offers two methods to verify your residency. The first is using a third party service called Plaid. **We recommend using Plaid to quickly verify your residency using a state issued ID card (Example: Driver's License, etc.).**

You can also upload additional document(s) to verify your residency.

Verify Residency Instantly Using Plaid **Upload Residency Document(s)**

Upload Proof of Residency Document(s)

Based on your selection above, you must upload proof of residency documentation that reflects an address matching the one listed on your application.

You can view a complete list of acceptable documents [here](#). You may only submit one copy of each document type.

Select Document Type

Utility Bills - Internet (Must be dated within the last 60 days)

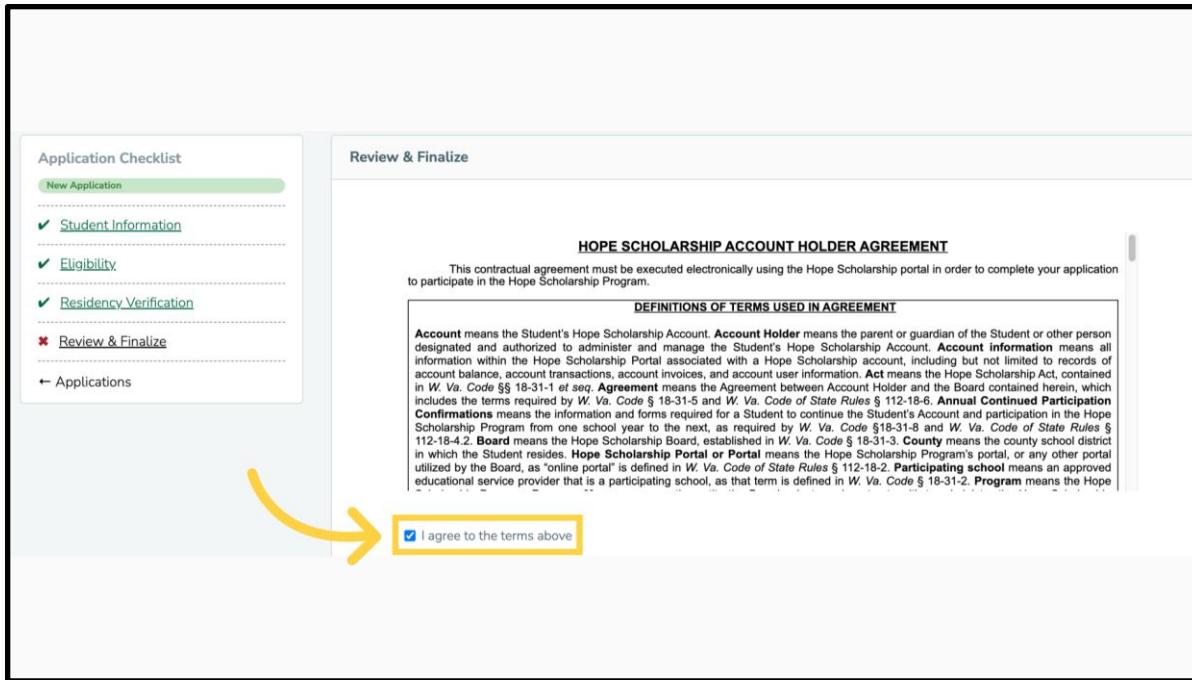
Choose File Utility Bill Accepted file types: jpg, gif, png, pdf, hevc, heic

[Add Another Document](#)

Save & Continue →

Review & Finalize Section

- Review the Hope Scholarship Account Holder Agreement thoroughly
 - It is crucial that you understand these terms as they govern your participation in the Hope Scholarship Program
- Check the box to indicate your acceptance of terms



The screenshot shows the 'Review & Finalize' step of the application process. On the left, an 'Application Checklist' sidebar lists 'New Application', 'Student Information' (checked), 'Eligibility' (checked), 'Residency Verification' (checked), 'Review & Finalize' (unchecked), and 'Applications'. The main 'Review & Finalize' area contains the 'HOPE SCHOLARSHIP ACCOUNT HOLDER AGREEMENT' and 'DEFINITIONS OF TERMS USED IN AGREEMENT'. A yellow arrow points to the 'I agree to the terms above' checkbox, which is checked.

- Sign the application:
 - Use mouse, trackpad, or touchscreen to sign your name in the designated area
 - The Hope Scholarship Program requires a legible signature from the Account Holder. Signatures that are illegible or are the signature of an individual other than the Account Holder the application may be placed on hold for a new signature which may delay application processing.
 - Click "Save for Later" if you need to complete the application at another time
 - Click "Finalize and Submit" when ready to send your application for review

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 § 112-18-6*. **Annual Continued Participation Confirmations** means the information and forms required for a Student to continue the Student's Account and participation in the Hope Scholarship Program from one school year to the next, as required by *W. Va. Code §18-31-8* and *W. Va. Code of State Rules § 112-18-4.2*. **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. **Hope Scholarship Portal or Portal** means the Hope Scholarship Program's portal, or any other portal utilized by the Board, as "online 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.

I agree to the terms above

Please Sign Below



Clear Signature



Finalize & Submit

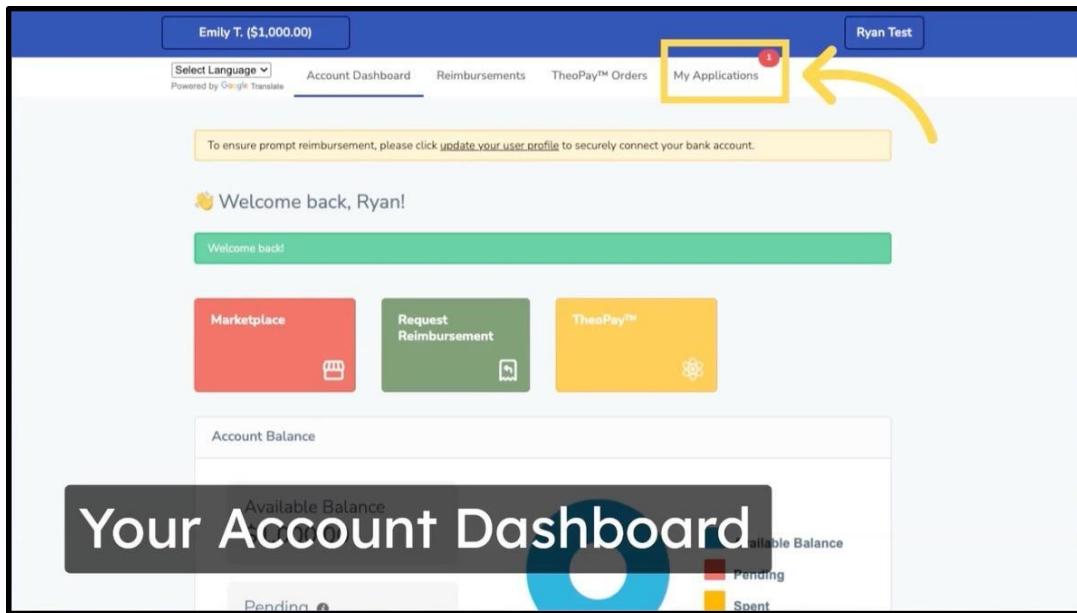
Save for Later

Important: After submitting your application, you will receive confirmation of its receipt. For questions or assistance, contact the Hope Engagement Center at help@hopescholarshipwv.com or (681) 999-HOPE (4673).

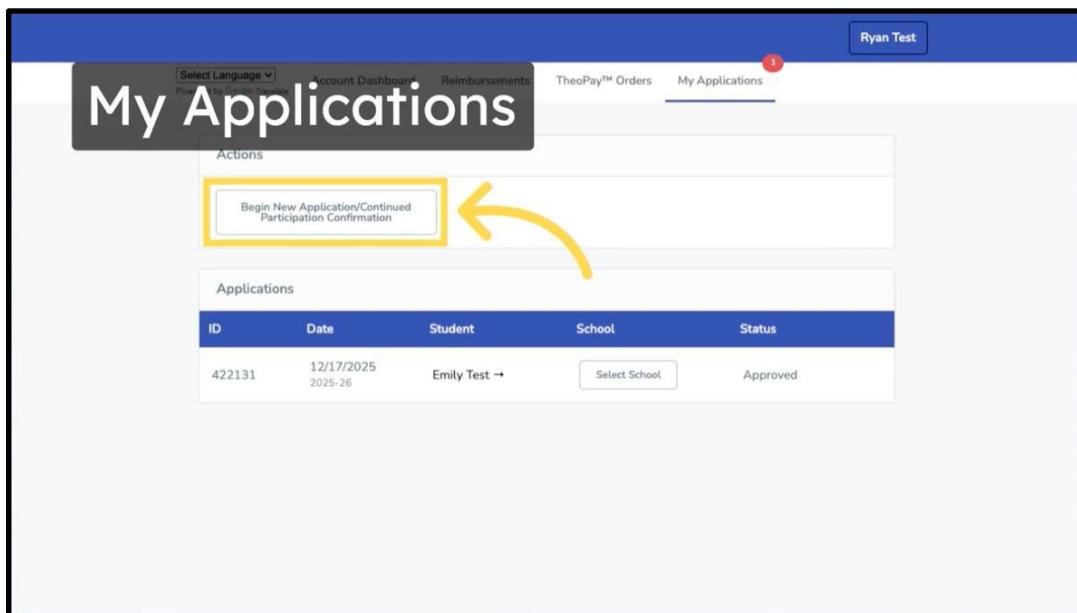
5. Submitting a Continued Participation Confirmation for an Existing Student

For students continuing in the Hope Scholarship Program for the 2026–2027 school year:

- Log into your account at app.hopescholarshipwv.com
- Once logged in, you will see your Account Dashboard.
- Navigate to the "**My Applications**" tab at the top of the page to view your previous applications.

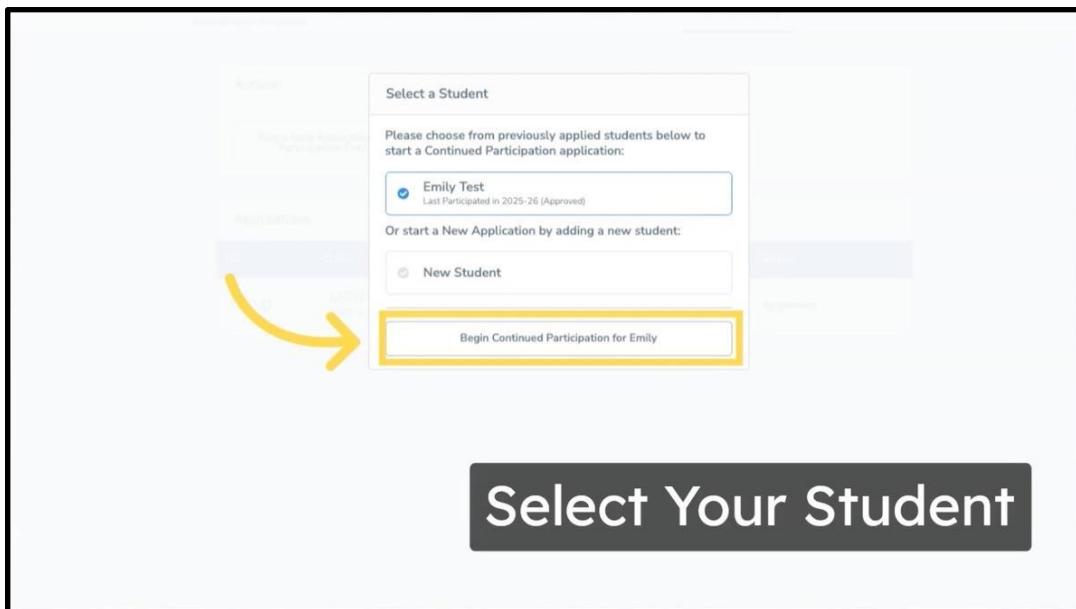


- Click the **"Begin New Application/Continued Participation Confirmation"** button.



- A pop-up window will appear inviting you to either select a previously applied student to start a Continued Participation Confirmation or add a new student to begin a New Application.

- To continue with the Continued Participation Confirmation, select the name of your child who you wish to continue in the Hope Scholarship Program.



Note: If you accidentally clicked "New Application" previously, a feature will appear requesting confirmation that you intend to begin a new application. If this happens, click on the "My Applications" tab instead to complete your student's Continued Participation Confirmation.

The Continued Participation Confirmation consists of four main sections:

1. Student Information
2. Eligibility
3. Residency Verification
4. Review & Finalize

Use the Application Checklist on the left side of your screen to guide your progress through each section. Most information will be pre-filled from the previous year. Review each section carefully, update any changes as needed, and click "**Save and Continue**" after completing each section to ensure no data is lost.

The screenshot shows a web application interface for the HOPE Scholarship. At the top, there is a blue header bar with the HOPE Scholarship logo and a 'Select Language' dropdown menu. Below the header, there are tabs for 'Student Information', 'Eligibility', 'Residency Verification', and 'Review & Finalize'. The 'Student Information' tab is active. On the left, a sidebar titled 'Application Checklist' lists 'Continued Participation Application' and four steps: 'Student Information', 'Eligibility', 'Residency Verification', and 'Review & Finalize', with a back arrow for 'Applications'. The main content area is titled 'Student Information' and contains instructions: 'Please complete the following fields with the required information:' followed by a list of requirements. A 'School Year' dropdown is visible above a large central title 'Your Application Checklist'. Below the title, there are three input fields: 'Student Information', 'Student's First Name', and 'Student's Last Name'.

Student Information Section

- Review your student's information to ensure everything is accurate and up-to-date. This information is used to confirm your child's eligibility for continued participation.
- You will notice that several fields contain data but are grayed out. This information has been carried over from your child's original application and cannot be changed directly.
- Fields that are not grayed out can be updated as needed.
- Important: Please take special care to ensure your student's Physical Address is current and accurate.

Student Information

Student's First Name	Student's Last Name	Suffix
<input type="text" value="J. D. Smith"/>	<input type="text" value="P. E. Smith"/>	<input type="text"/>

Physical Address

<input type="text" value="123 Main Street"/>		
City	State	Zip
<input type="text" value="Huntington"/>	<input type="text" value="WV"/>	<input type="text" value="26301"/>

County

<input type="text" value="Huntington County"/>
--

Please select the county this student resides in

Grade Level for 2026-27 School Year

<input type="text" value="11"/>

Student's Birthday

<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="1990"/>
---------------------------------	---------------------------------	-----------------------------------

Student's Race and/or Ethnicity (Select the one that applies.)

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian or Pacific Islander
- White

- Verify your child's WVEIS number. This field is grayed out and cannot be updated; however, please confirm that the WVEIS number shown matches your own records.
- Your Primary Parent or Guardian information has been carried over into this Continued Participation Confirmation, including your name and email address.
 - If your name or email address has changed, please save your application progress and contact the Hope Engagement Center by phone at (681) 999-HOPE or by email at help@hopescholarshipwv.com to request an update.
 - You are able to update your primary phone number directly in this section.
- Once you have verified this information, click "**Save and Continue**" to proceed.

Student Demographic Information

What is your student's WVEIS #?

Primary Parent or Guardian

First Name	Last Name	Suffix
Ryan	Test	
Email Address		
ryan+parent1@studentfirsttech.com		
Phone Number		
(317) 997-3039		
What is the relationship to the student above?		
Father		

WVEIS ID & Parent/Guardian Information

Authorizing Callers

Name	Test	Suffix
brittneyt@example.com	brittneyt@example.com	

- Optional: Review or update Authorized Callers
 - Add or modify individuals, such as grandparents, who may need to speak on behalf of the student.
 - This step is optional but important if other stakeholders are involved in the student's education.
 - Update contact information as needed.
- Click **"Save and Continue"**

Email Address
Ryan.parent@studentfirsttech.com

Add Authorized Caller (Optional)

Relationship: Father

Authorized Caller (optional)

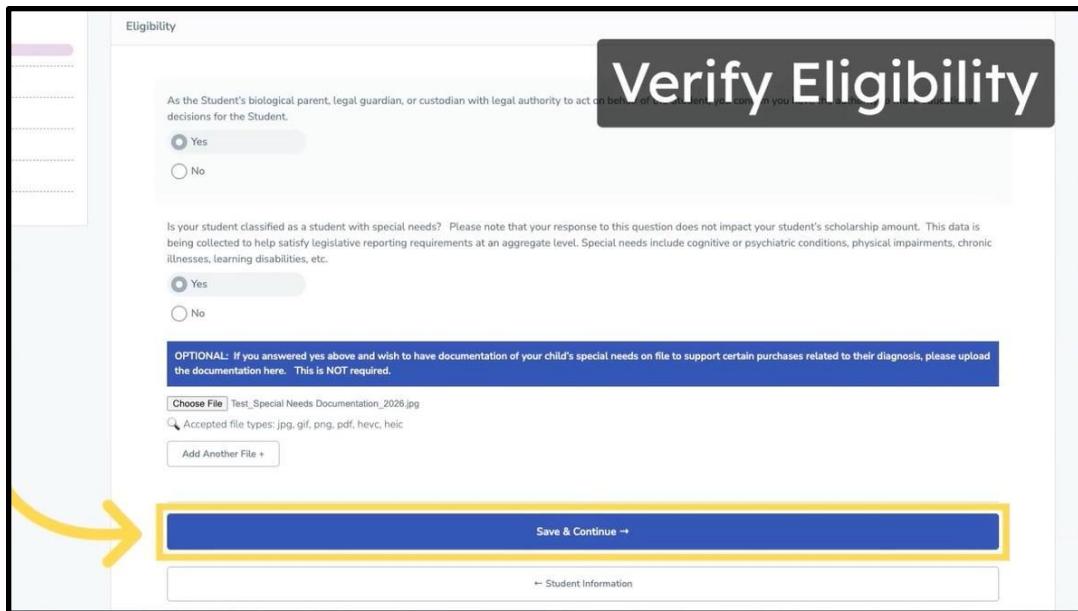
First Name Brittney	Last Name Test	Suffix
Email Address brittneyt@example.com	Confirm Email Address brittneyt@example.com	
Phone Number (123) 456-7891		

What is the relationship to the student above?
Mother

Save & Continue →

Eligibility Section

- Confirm your legal authority to make educational decisions for your student.
- Update special needs information if applicable:
 - If your student has special needs, please indicate this and consider providing any relevant documentation.
 - Upload new supporting documentation if desired (this is optional but may support future purchases related to their diagnosis).



Eligibility

Verify Eligibility

As the Student's biological parent, legal guardian, or custodian with legal authority to act on behalf of the Student, may you comment on your decisions for the Student.

Yes

No

Is your student classified as a student with special needs? Please note that your response to this question does not impact your student's scholarship amount. This data is being collected to help satisfy legislative reporting requirements at an aggregate level. Special needs include cognitive or psychiatric conditions, physical impairments, chronic illnesses, learning disabilities, etc.

Yes

No

OPTIONAL: If you answered yes above and wish to have documentation of your child's special needs on file to support certain purchases related to their diagnosis, please upload the documentation here. This is NOT required.

Test_Special Needs Documentation_2026.jpg

Accepted file types: jpg, gif, png, pdf, hevc, heic

Add Another File +

Save & Continue →

← Student Information

Click "Save and Continue"

Residency Verification Section

Complete verification using one of two methods:

- **Plaid Verification (Recommended):**
- Click "Verify Residency Using Plaid"
 - **Important:** The account holder must complete Plaid verification with their own credentials and name. If completed in someone else's name, Plaid will not be able to verify residency.

Residency Verification

Select Residency Verification Method

West Virginia Hope Scholarship offers two methods to verify your residency. The first is using a third party service called Plaid. We recommend using Plaid to quickly verify your residency using a state issued ID card (Example: Driver's License, etc.).

You can also upload additional document(s) to verify your residency.

Verify Residency Instantly Using Plaid

Save & Continue →

← Eligibility

- Enter required information:
 - Primary telephone number
 - Click **"Send Verification Code"**
 - Enter the five-digit code sent via text message to your phone.

Plaid Verification: Get Started

To continue, we need to verify your identity

Fast and secure
Verification usually takes less than a few minutes and is encrypted

How we verify you
To learn how our service provider uses data you provide and device data, see their [Privacy Statement](#)

By selecting "Continue", you agree to the [Student First Technologies Privacy Policy](#)

Continue

Basic information

Phone number

Message and data rates may apply.

+1 (234) 567-8909

Send verification code

Verify phone number

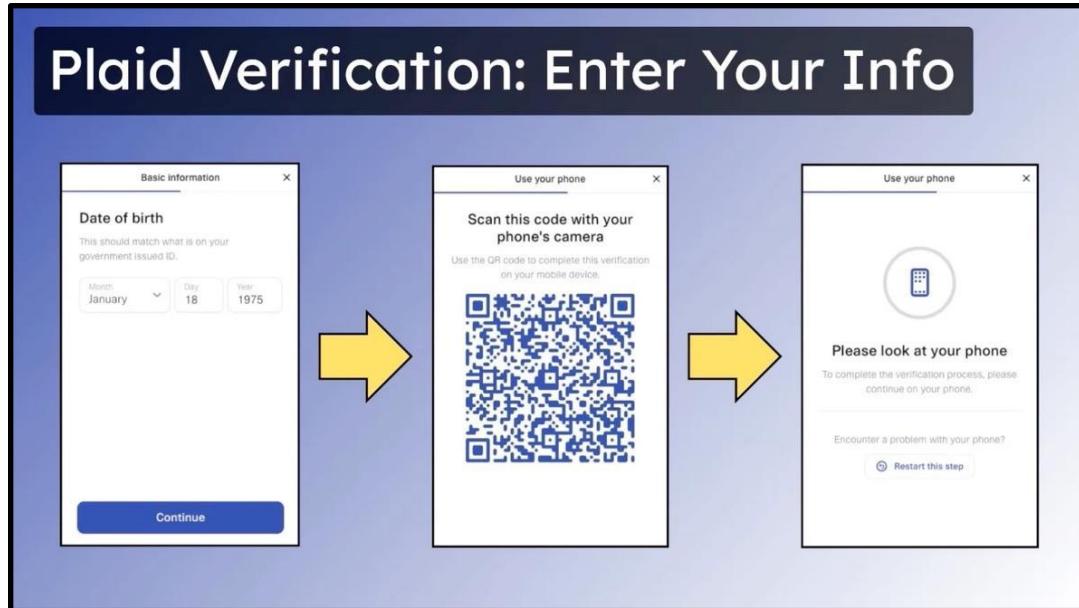
Enter the 5-digit code sent to +1 234 567 8909

Change phone number

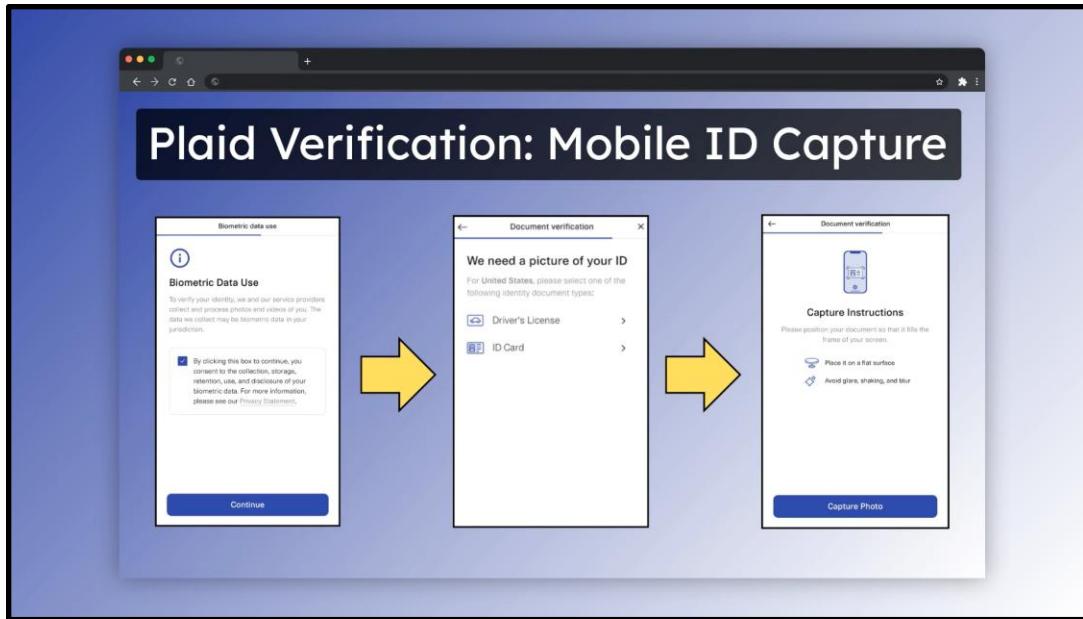
Didn't receive your code?
Resend Code

- Provide date of birth

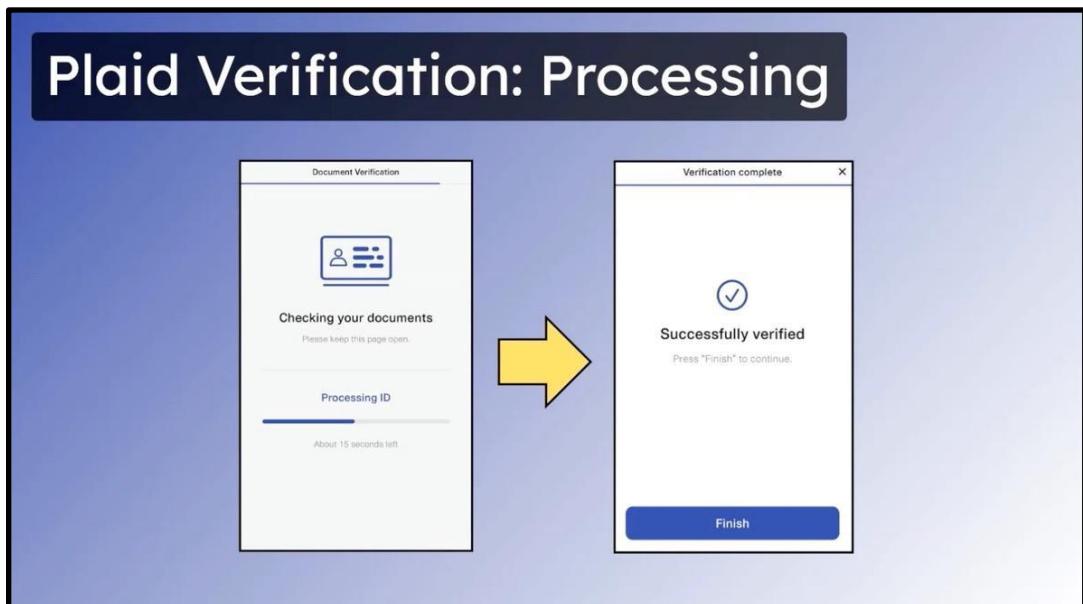
- A QR code will appear on your screen. Use your phone's camera to scan this QR code.



- Complete ID verification on your mobile device:
 - On your mobile device, you will be asked to consent to biometric data use. Check the checkbox and tap "**Continue**" to proceed.
 - Select the type of ID you would like to use for verification (e.g., driver's license or state-issued ID).
 - Follow the on-screen instructions to take a clear photo of your ID.
 - Tap "**Capture Photo**" to complete the ID verification process.



- Once your photo is captured, Plaid will process your information. A confirmation screen will indicate that your residency verification has been submitted for review.
- Click "**Finish**"



Important: Residency verification is completed after the application is submitted. "Successfully verified" means that you have successfully completed the Plaid process. This does not necessarily mean that residency has been verified by the Hope Scholarship Program.

- Return to your student's Continued Participation Confirmation in the Hope Scholarship portal.
 - The message, "Identity Information submitted via Plaid" indicates you have completed the residency verification step.
- **Document Upload Alternative:**
 - Select qualifying document type from dropdown.
 - Upload current proof of residency document.
 - **Note:** Be sure to upload documents directly in the portal—please do not send documents by email.
- Click "Save and Continue"

Review & Finalize Section

- Take time to thoroughly review the Hope Scholarship Account Holder Agreement.
 - It is crucial that you understand these terms as they govern your participation in the Hope Scholarship Program.

Account Holder Agreement

Review & Finalize

Please ensure the following:

- The Student's primary or legal guardian MUST be the Account Holder to complete the student's New Application or Continued Participation Confirmation.
- The Account Holder MUST sign their OWN name to this application.
- The Account Holder's signature must be clear and legible. Illegible signatures will result in delays in your student's application process.
- The Account Holder MUST thoroughly review all program rules listed in the Account Holder agreement on this page. The Account Holder will be held legally accountable for compliance with this agreement.
- The Account Holder agreement is also listed in Appendix B of the Hope Scholarship Parent Handbook which is available on the Hope Scholarship website for reference.

HOPE SCHOLARSHIP ACCOUNT HOLDER AGREEMENT

This contractual agreement must be executed electronically using the Hope Scholarship portal 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 or guardian 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 the Hope Scholarship Portal concerning a Hope Scholarship Application, including but not limited to records of account balance, account transactions, account invoices, and account statements. Act means the Hope Scholarship Program, as 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 § 112-18-6. Annual Continued Participation Confirmations means the information and forms required for a Student to continue their Account and participation in the Hope Scholarship Program from one school year to the next, as required by W. Va. Code §18-31-8 and W. Va. Code of State Rules § 112-18-4.2. 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. Hope Scholarship Portal or Portal means the Hope Scholarship Program's portal, or any other portal utilized by the Board, as "online 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 Hope Scholarship 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

- Sign your name in the designated area:
- Use mouse, trackpad, or touchscreen to sign your name in the designated area.
 - The Hope Scholarship Program requires a legible signature from the Account Holder. Signatures that are illegible or are the signature of an individual other than the Account Holder may place the application on hold for a new signature, which may delay application processing.
- Click "**Save for Later**" if you need to complete the confirmation at another time.
- Click "**Finalize and Submit**" when ready to send your Continued Participation Confirmation for review.

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

DEFINITIONS OF TERMS USED IN AGREEMENT

Account Holder means the Student's parent or guardian. Account Holder means the parent or guardian of the Student or other person designated and authorized to administer and manage the Hope Scholarship Program account. Account Holder is an information within the Hope Scholarship Portal associated with a Hope Scholarship account, including but not limited to account information, account user information, 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 § 112-18-2. 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. Hope Scholarship Portal or Portal means the Hope Scholarship Board's portal, or any other portal utilized by the Board, as "online 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 Hope Scholarship 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 § 112-18-2. See the Hope Scholarship Program's provider contract, contained in Code of State Rules § 112-18-2, and the Program provider contract, contained in Code of State Rules § 112-18-2, 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 purpose of participating in or applying to the Program.

I agree to the terms above.

Please Sign Below



Clear Signature

Finalize & Submit

Save for Later

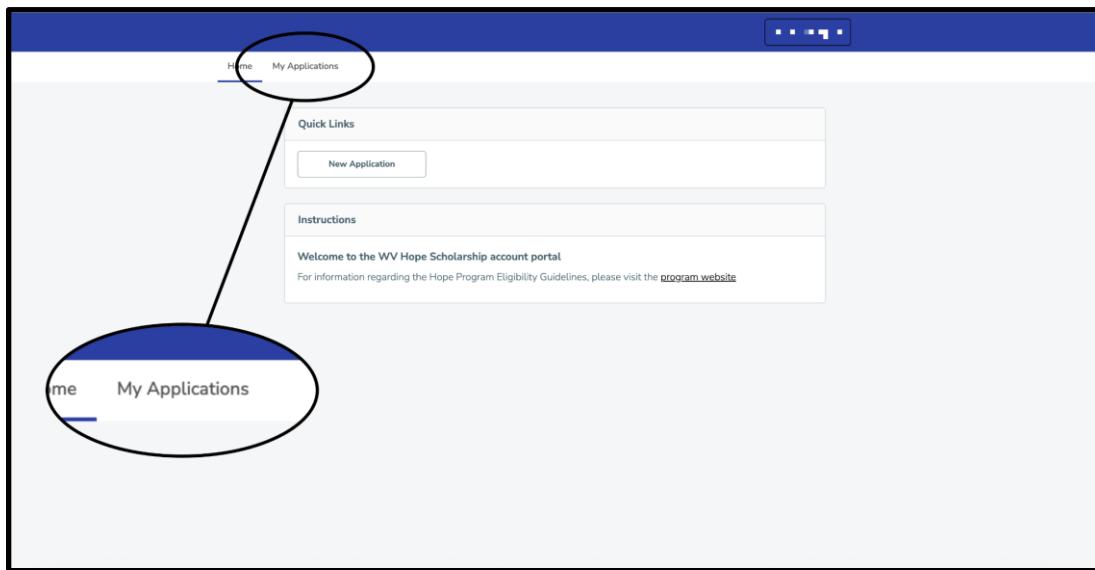
6. Submitting an Application Appeal

If a 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 within forty-five (45) days of the student being found ineligible for the program. The Hope Scholarship Board's three-member Committee on Appeals will review and make a determination on the appeal within forty-five (45) days after the appeal is submitted by the Account Holder. Effective August 1, 2025, application eligibility appeals will be submitted directly in the online Hope Scholarship portal. This guide will walk you through the process of

submitting an appeal in the online Hope Scholarship portal for your student's ineligible application.

Getting Started with Your Appeal:

- From your dashboard, click on the "My Applications" tab at the top of your screen.
 - Review your student's application status to locate any ineligible applications.



Understanding Application Statuses:

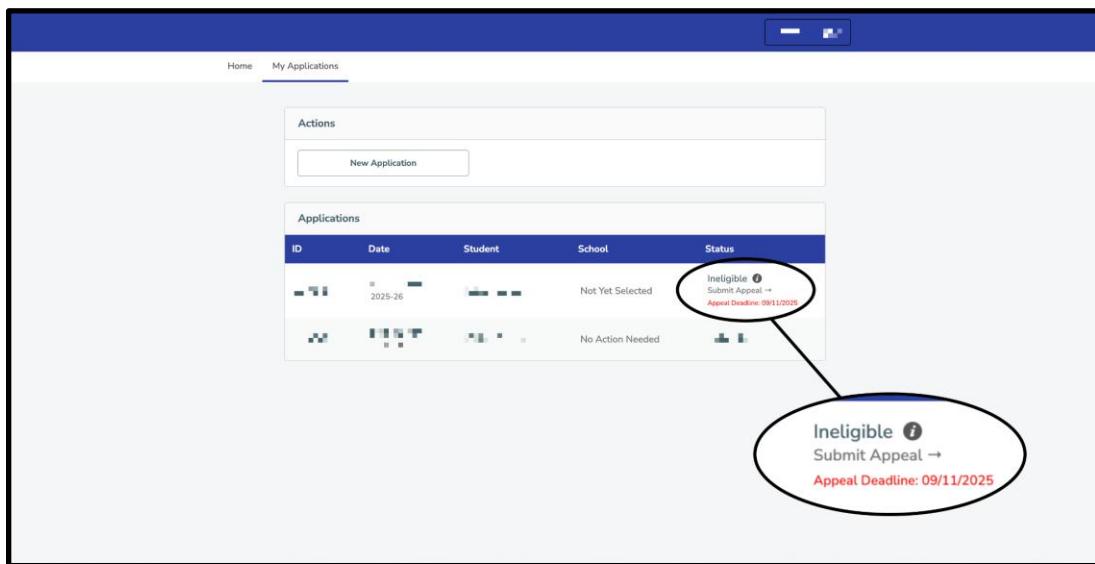
Your application may display one of these appeal-related statuses:

- **Ineligible:** The student has been found ineligible to participate in the Hope Scholarship Program.
 - A "Submit Appeal" button will appear when an application is initially found ineligible.
 - An Appeal Deadline will be displayed in red font.
 - You must submit your appeal before this deadline.
- **Appealed:** An application that was originally deemed ineligible has been resubmitted to the Hope Scholarship Board's Committee on Appeals for eligibility review.
 - No additional action is needed while the application is in this status.

- Continue to monitor the online portal for updates and a determination on your student's appeal.
- **Appeal Incomplete:** The submitted appeal did not have enough support/context to be presented to the Committee on Appeals or the Committee on Appeals is requesting additional documentation after their initial consideration of the appeal.
 - An "Update Appeal" button will appear.
 - The Appeal Deadline will be extended.
 - The Administrator notes will explain the additional information that is needed to complete the appeal.

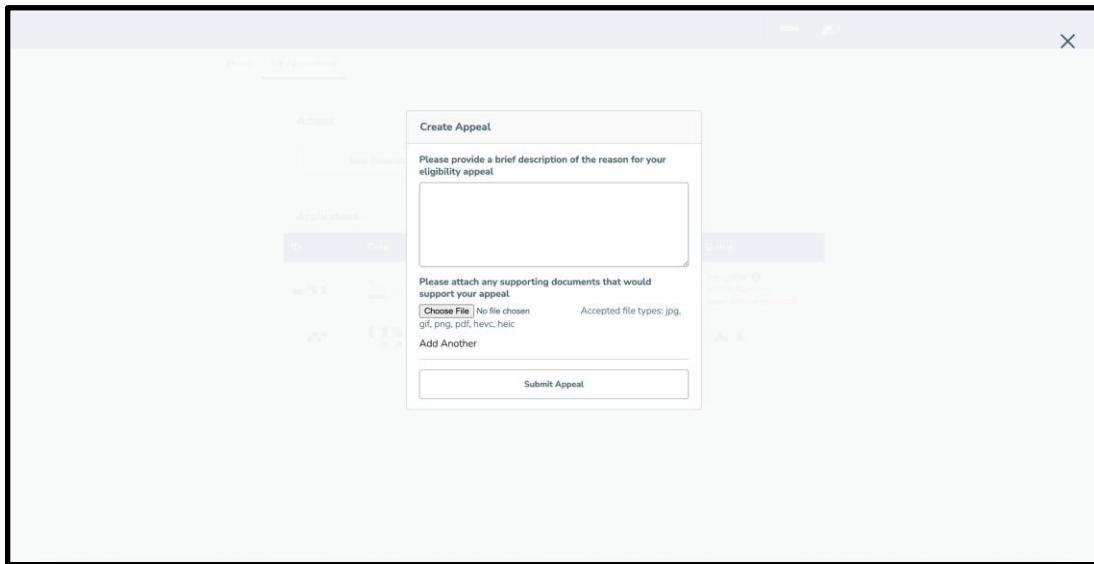
Submitting Your Initial Appeal:

- Navigate to your student's ineligible application in the "My Applications" tab.
- Click the "Submit Appeal" button.



- A "Create Appeal" pop-up window will appear.
- In the appeal window:
 - Provide a clear, brief description of your reason for appealing.
 - Note: If you have a longer, detailed narrative that you wish to submit with your appeal, please create a PDF document that you can upload using the process below. Word documents aren't accepted, but those can be converted to PDF format.

- Click "Choose File" to upload any supporting documentation. Only the file types of jpg, gif, png, pdf, hevc, and/or heic will be accepted.
- Review your information for accuracy.
- Click "Submit Appeal" to officially send your appeal to the Hope Scholarship Board Appeal Committee on Appeals for review.



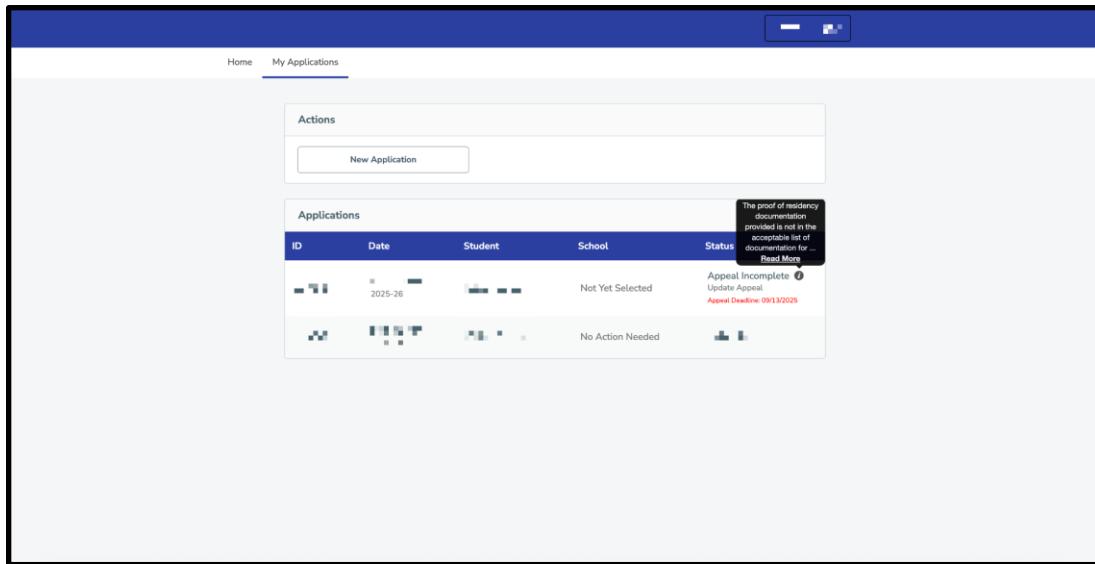
- After submission, you will return to the "My Applications" screen where the status will show "Appealed."

Note: The "Submit Appeal" button only appears for applications with "Ineligible" status. If your application is in Expired status and you wish to submit an eligibility appeal, please contact Hope Scholarship Board staff at hopescholarshipwv@wvsto.gov to discuss your student's situation.

Updating an Incomplete Appeal:

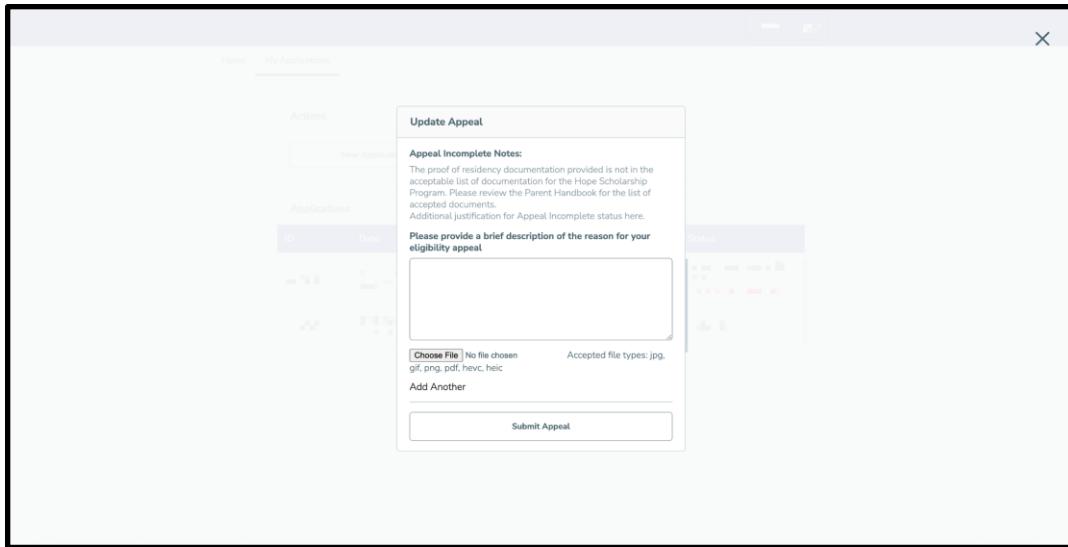
- There may be situations where either Board staff completing an initial review of your appeal to present it to the Hope Scholarship Committee on Appeals or the Committee on Appeals itself will request additional information and support for the appeal.
 - The status will change to "Appeal Incomplete."
 - Hover over the small "i" information bubble to view administrator notes.

- Click "Read More" to view the complete message.



ID	Date	Student	School	Status
2025-26	Not Yet Selected	Appeal Incomplete	Appeal Deadline: 09/13/2025	
	No Action Needed			

- Click the "Update Appeal" button.
- An "Update Appeal" pop-up will display which includes the following:
 - Appeal Incomplete Notes which will explain the additional information needed for the appeal.
 - Text field for an additional explanation (if needed).
 - File upload area for any additional documentation requested. Files will only be accepted in the following file formats: jpg, gif, png, pdf, hevc, and/or heic.



- Based on the Appeal Incomplete Notes provided, the Account Holder should:
 - Upload the requested documentation.
 - Add any additional explanation requested.
 - Click "Submit Appeal" to resubmit the Appeal for consideration.

After Submitting Your Appeal:

- Monitor the "My Applications" tab regularly for status updates.
- Hope Scholarship Board staff will review your appeal, request any additional documentation needed to present your appeal to the Committee on Appeals, present your appeal documentation to the Committee on Appeals, and update the status of the appeal with the determination made by the Committee on Appeals.
 - If your appeal is denied by the Committee on Appeals, your student's application will return to Ineligible status.
 - If your appeal is approved by the Committee on Appeals, your student's application will be updated to Conditionally Eligible, Eligible or Approved status depending on the specific situation for the student.

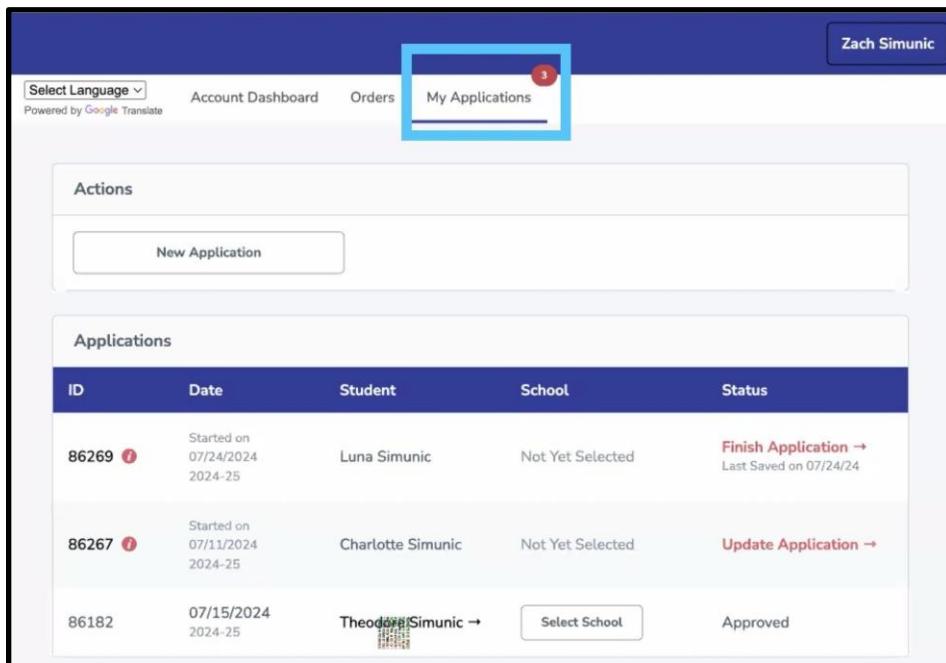
Important Reminders:

- **Always submit appeals before the deadline shown in red on your student's application.**

- Keep copies of all documentation submitted with your appeal.
- Refer to the Parent Handbook for general information related to eligibility appeals.

7. Managing Your Applications

- Click on the "My Applications" tab to view all your students' applications.



ID	Date	Student	School	Status
86269 ⓘ	Started on 07/24/2024 2024-25	Luna Simunic	Not Yet Selected	Finish Application → Last Saved on 07/24/24
86267 ⓘ	Started on 07/11/2024 2024-25	Charlotte Simunic	Not Yet Selected	Update Application →
86182	07/15/2024 2024-25	Theodore Simunic →	Select School	Approved

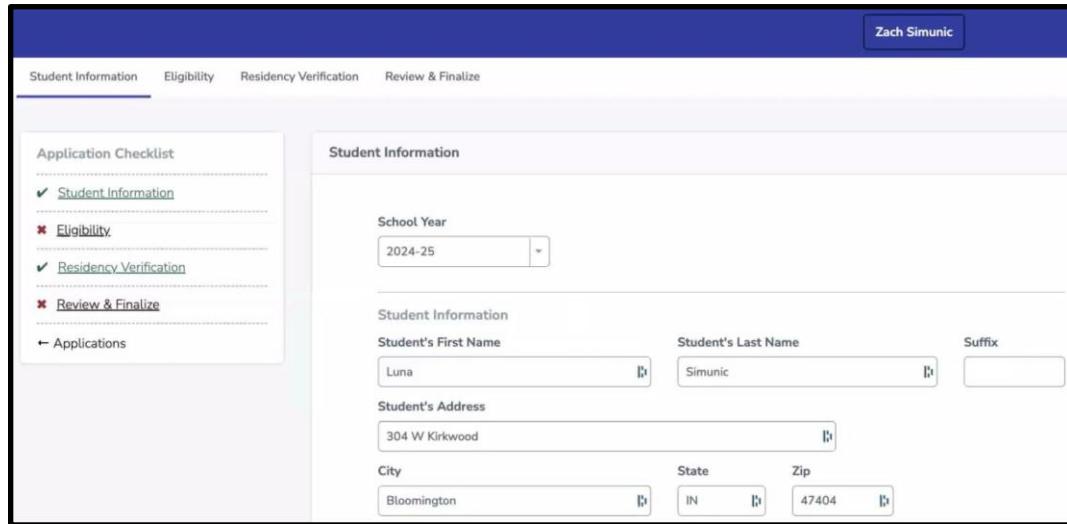
- You may see different statuses for each application:
 - **Finish Application:** The application is still being completed and has not been submitted for review. Account Holder still must submit the application to be reviewed and considered for eligibility.
 - **Pending Hope:** The application has been submitted in the online Hope Scholarship portal and is waiting to be reviewed by the Hope Scholarship Program.
 - **Update Application:** The application has missing documentation or other issues which require clarification and edits before an eligibility determination can be made. Applications that are waiting on updates are not complete and will not be reviewed until requested information is uploaded on the application and resubmitted. (An “Updated Application” will be marked ineligible after 30 days of no activity.)

- **Eligible:** The submitted application was complete and the Student is eligible to participate in the Hope Scholarship Program. The application will remain in this status until the Student's Notice of Intent is verified as being on file with the county board of education in advance of the upcoming school year.
- **Approved:** The submitted application was complete and the eligible Student has complied with other applicable statutory requirements. This does not signify that the approved student has been funded.
- **Conditionally Eligible:** The application is conditionally eligible for the upcoming school year until the Student's compliance with Year-End Academic/Attendance Reporting requirements are verified by the WV Department of Education.
- **Pending School Review:** A requested school needs to verify Student's enrollment.
- **Ineligible:** The application does not meet eligibility for the Hope Scholarship Program.
- **Appealed:** An application that was originally deemed ineligible has been resubmitted to the Hope Scholarship Board's Committee on Appeals for eligibility review.
- **Appeal Incomplete:** Submitted appeal did not have enough support/context to be presented to the Committee on Appeals.
- **Expired:** No further action can be taken on this application.

Applications				
ID	Date	Student	School	Status
86269 ⓘ	Started on 07/24/2024 2024-25	Luna Simunic	Not Yet Selected	Finish Application → Last Saved on 07/24/24
86267 ⓘ	Started on 07/11/2024 2024-25	Charlotte Simunic	Not Yet Selected	Update Application →
86182	07/15/2024 2024-25	Theodore Simunic →	Select School	Approved

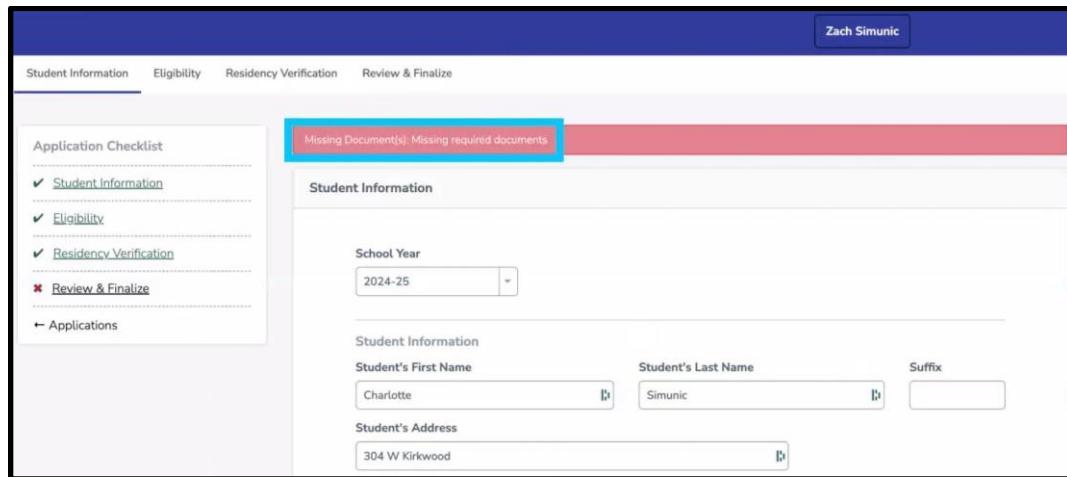
- To finish and submit your Student's application:
 - Click on "Finish Application."

- Complete any remaining questions and submit supporting documentation if applicable.
- Submit the application for review.



The screenshot shows the application interface for Zach Simunic. The top navigation bar includes tabs for Student Information, Eligibility, Residency Verification, and Review & Finalize. The Review & Finalize tab is active. The left sidebar contains an Application Checklist with items: ✓ Student Information, ✘ Eligibility, ✓ Residency Verification, ✘ Review & Finalize, and a back arrow for Applications. The main content area is titled 'Student Information' and includes fields for School Year (2024-25), Student's First Name (Luna), Student's Last Name (Simunic), Suffix (empty), Student's Address (304 W Kirkwood), City (Bloomington), State (IN), and Zip (47404). All fields appear to be filled correctly.

- To update your Student's application:
 - Click on "Update Application."
 - Read the instructions in the red box at the top of the page.
 - Navigate to the specific question that needs attention.
 - Provide the required information or documentation.
 - Resubmit the application for review.



The screenshot shows the application interface for Zach Simunic. The top navigation bar includes tabs for Student Information, Eligibility, Residency Verification, and Review & Finalize. The Review & Finalize tab is active. The left sidebar contains an Application Checklist with items: ✓ Student Information, ✓ Eligibility, ✓ Residency Verification, ✘ Review & Finalize, and a back arrow for Applications. A red banner at the top of the main content area states 'Missing Document(s): Missing required documents'. The main content area is titled 'Student Information' and includes fields for School Year (2024-25), Student's First Name (Charlotte), Student's Last Name (Simunic), Suffix (empty), Student's Address (304 W Kirkwood), City (Bloomington), State (IN), and Zip (47404). The 'Review & Finalize' item in the checklist is marked with a red '✘'.

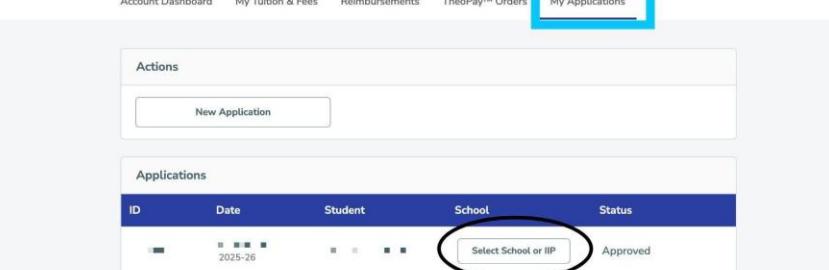
- For "Approved" applications, no further action is needed unless you're selecting a school (see next section).

8. Selecting a School or IIP

- **Important:** This step is mandatory for all participating Hope Scholarship students annually, regardless of whether they are an Individualized Instructional Plan (IIP) student or will be attending a participating nonpublic school or microschool.
- If your child is an IIP student who is **not** attending a nonpublic school or microschool, please select the first option from the drop-down list: Individual Instructional Plan (IIP).
- If your child is attending a nonpublic school or microschool, please select the school that has already accepted your student from the drop-down list. Please pay attention to both the name and city to ensure you are selecting the correct school.

To select a school or IIP for your student:

- **Prerequisites:** You must have an approved application and access to the online Hope Scholarship Portal.
- Navigate to the "My Applications" tab at the top of the page.
 - This tab is found in the main navigation menu.
 - Once clicked, you will see a display of all your current applications, including their statuses and available actions.



Account Dashboard My Tuition & Fees Reimbursements TheoPay™ Orders **My Applications** 1

Actions

New Application

Applications

ID	Date	Student	School	Status
1	2025-26	Student 1	Select School or IIP	Approved
2	2024-25	Student 2	Approved	Approved

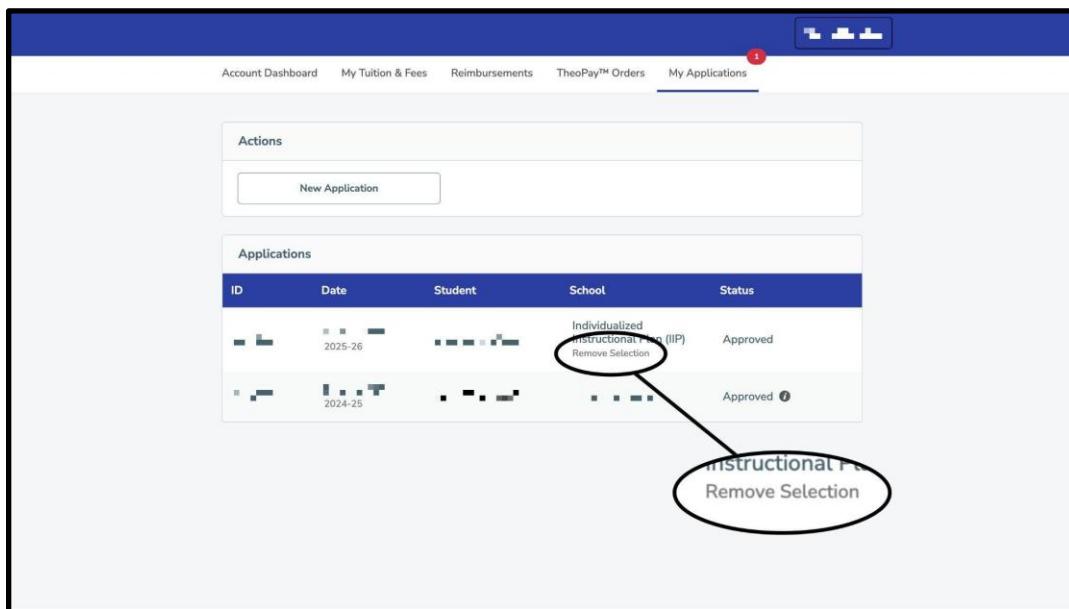
Select School or IIP

- Locate the approved application for the current school year which you want to select a school or IIP option.
- Click the "Select School or IIP" button associated with that application.
- This will open the school selection interface.

- In the selection interface, you will see a dropdown box containing enrollment options that include:
 - Individualized Instructional Plan (IIP)
 - All participating schools and microschools in the Hope Scholarship Program
 - **Tip:** You can scroll through the options or use the search bar to type in the name of your desired enrollment option.
 - **Please pay close attention to the school's name and city, as there are multiple instances of schools with the same name in different locations.**
- Once you've made your selection, click the "Apply" button to complete the process.
- After submitting your selection, you will return to the "My Applications" page, where you can see the selection you have just submitted.

For IIP participants only:

- If you selected Individualized Instructional Plan (IIP) and change your mind, you can click the "Remove Selection" button on the "My Applications" screen.
 - This clears the IIP as your enrollment option and allows you to select a participating school or microschool instead.



The screenshot shows the 'My Applications' page with the following interface elements:

- Actions:** A section containing a 'New Application' button.
- Applications:** A table listing applications with columns: ID, Date, Student, School, and Status.

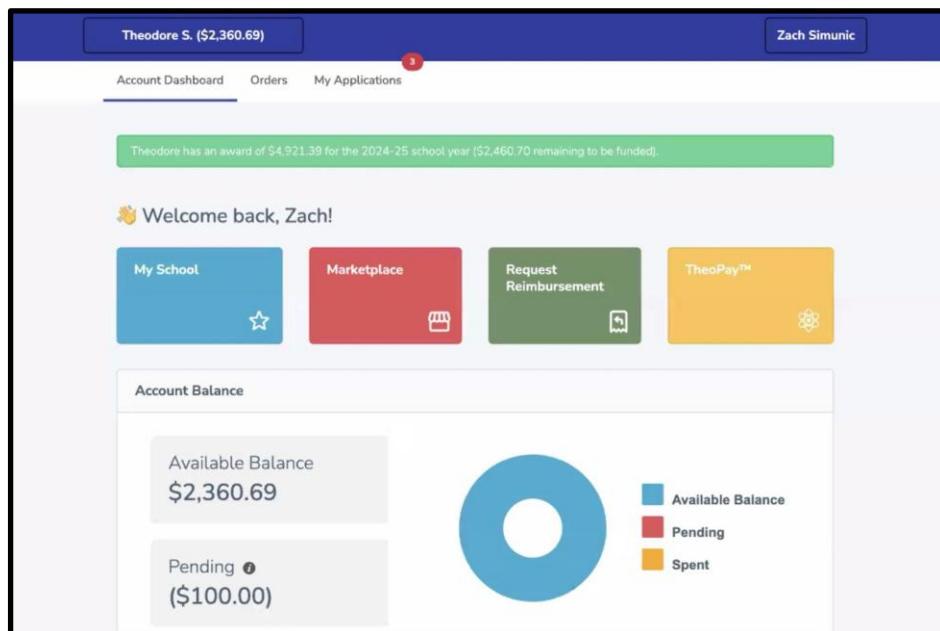
The table data is as follows:

ID	Date	Student	School	Status
...	2025-26	...	Individualized Instructional Plan (IIP) Remove Selection	Approved
...	2024-25	Approved

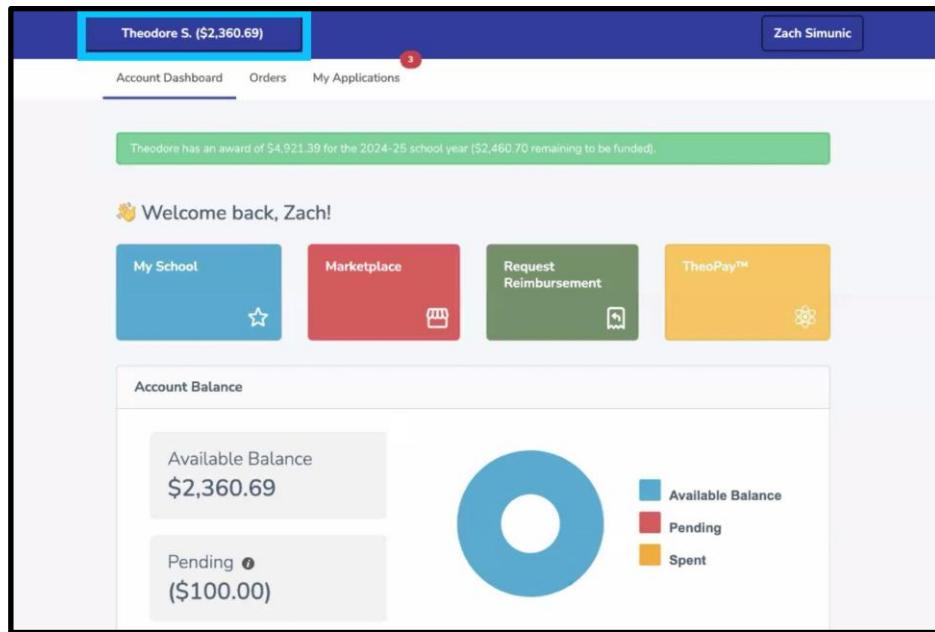
A callout with an arrow points from the text 'Instructional Plan Remove Selection' to the 'Remove Selection' button in the table row for the 2025-26 application.

9. Navigating the Dashboard

- Upon logging in, you'll see your Account Dashboard, which is your central hub for managing Hope Scholarship information for your students.
- Note: Account holders will NOT see the Account Dashboard for approved Hope Scholarship students until the account(s) are funded for the first time.**
- Key areas of the Dashboard include:
 - My Applications (provides access to your student(s) Hope Scholarship Application(s))
 - My School (if applicable)
 - Marketplace
 - Reimbursements
 - TheoPay

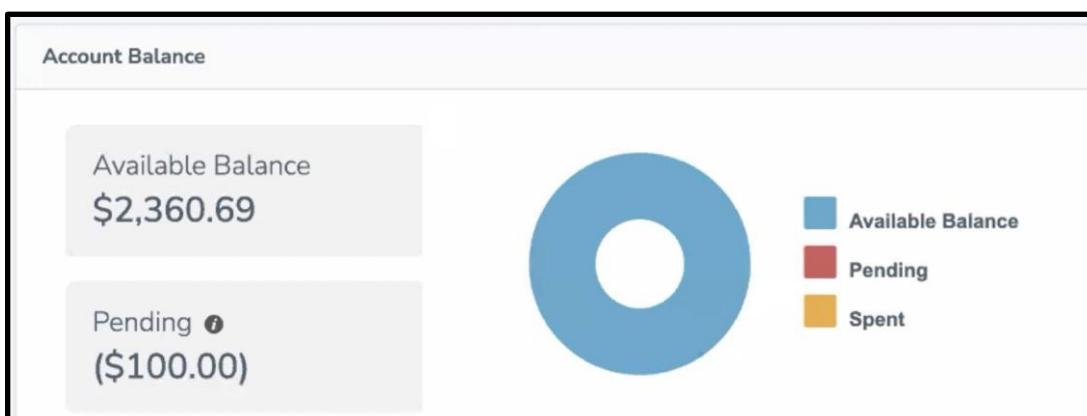


- If you have multiple participating students, you can switch between them by clicking on the student's name in the top left corner of the dashboard.
- This allows you to manage each student's account individually.



10. Understanding Your Wallet

- Once your account is funded, you'll have access to the Wallet view.
- Key features of the Wallet:
 - Available Balance:** Shows available funds that a student can spend for qualified expenses.
 - Pending Balance:** Shows transactions that are in process.
 - Spending Graph:** Visualizes your current available, pending, and spent funds.



*Please note that this is an example and does not reflect a specific WV Hope Scholarship student's funding amounts.

- Hope Scholarship Funding Timeline:
 - First semester funding will be available on August 15th.
 - Second semester funding will be available by January 15th.
 - 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.
 - Once the Student has been found eligible, the Account Holder must provide a Hope Scholarship Notice of Intent (NOI) 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. The Board may withhold or delay funding to a Hope Scholarship student's account if a Notice of Intent has not been submitted. (Please reference the [The Hope Scholarship Parent Handbook](#) for more information.) Once The Board receives confirmation that a Hope Scholarship Notice of Intent has been reported by the student's local board of education, the student's application will be updated to Approved to communicate that the student can be funded on the next funding cycle.

11. Paying Tuition and Fees (if applicable)

If your student is attending a non-public school or microschool:

- From your account dashboard, click on the blue "My School" tile.

Theodore S. (\$2,360.69)

Zach Simunic

Account Dashboard Orders My Applications 1

Theodore has an award of \$4,921.39 for the 2024-25 school year (\$2,460.70 remaining to be funded).

Welcome back, Zach!

My School Marketplace Request Reimbursement TheoPay™

Account Balance

Category	Amount
Available Balance	\$2,360.69
Pending	(\$100.00)

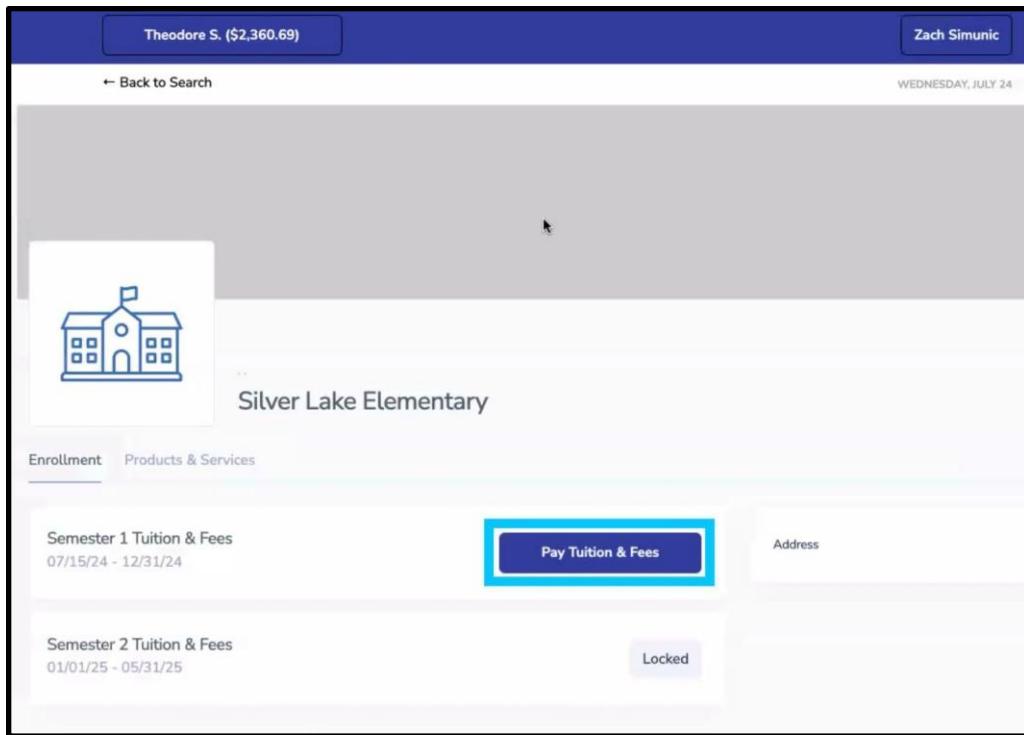
Available Balance: \$2,360.69

Pending: (\$100.00)

Spent: \$0.00

Legend: Available Balance (Blue), Pending (Red), Spent (Yellow)

- You'll see two semesters listed; one will be unlocked each time your student's account is funded.
- Click "Pay Tuition & Fees" for the unlocked semester.



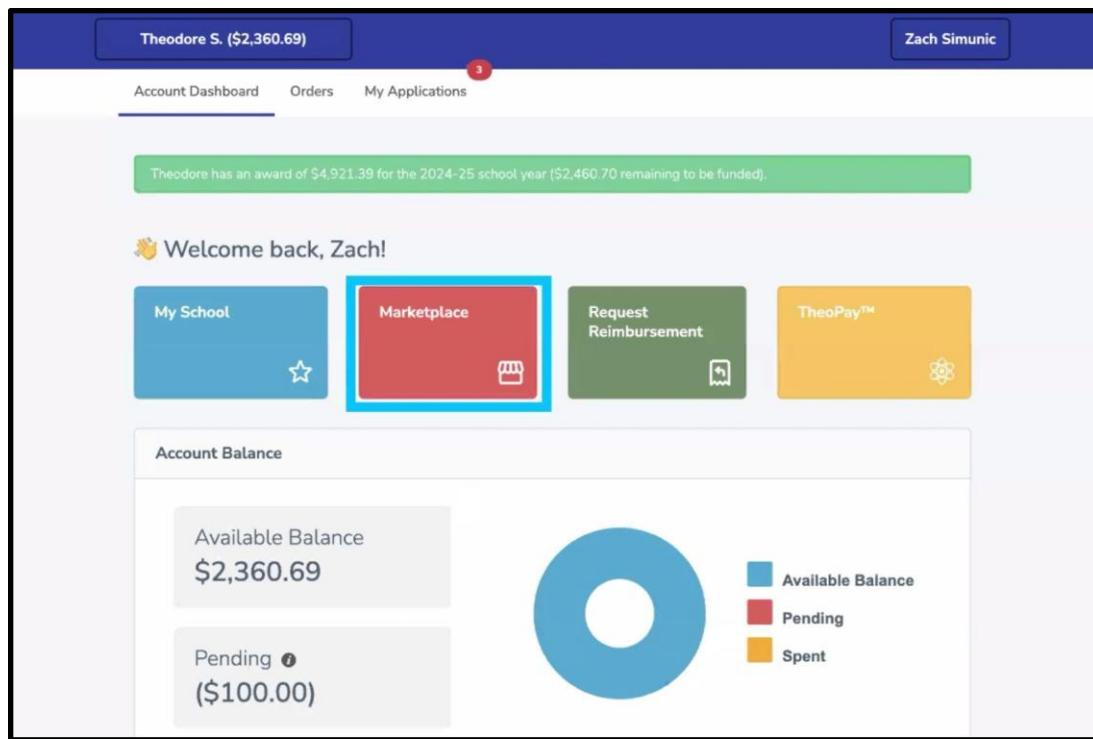
- **Review the amounts listed.**
- If the Tuition and Fees are correct, click "Submit" to process the payment.
- If the Tuition and Fees are incorrect, please email hopescholarshipwv@wvsto.gov.

Important reminders:

- **This step must be completed by the Account Holder. Payments are not processed automatically.**
- Complete this step promptly after receiving funding on August 15th and January 15th.
- Timely completion ensures your child's school receives tuition and fees quickly, ensuring no delay in the payment process.

12. Using the Marketplace

- The Marketplace is primarily for service-based items (e.g., tutoring, music lessons).
 - From your dashboard, click on the red "Marketplace" tile.



Theodore S. (\$2,360.69)

Zach Simunic

Account Dashboard Orders My Applications 3

Theodore has an award of \$4,921.39 for the 2024-25 school year (\$2,460.70 remaining to be funded).

Welcome back, Zach!

My School **Marketplace** **Request Reimbursement** **TheoPay™**

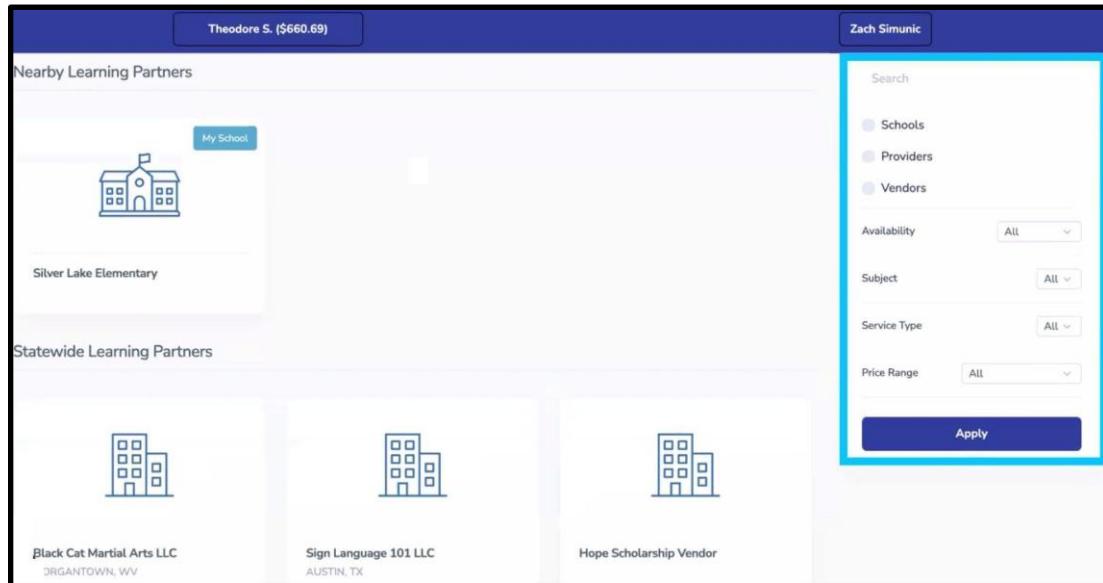
Account Balance

Available Balance \$2,360.69

Pending (\$100.00)

Available Balance Pending Spent

- Browse or search for approved products and services.
- Select the item you wish to purchase.
- Follow the prompts to complete the transaction.



Theodore S. (\$660.69)

Zach Simunic

Nearby Learning Partners

My School

Silver Lake Elementary

Statewide Learning Partners

Search

Schools Providers Vendors

Availability All

Subject All

Service Type All

Price Range All

Apply

Black Cat Martial Arts LLC ORGANTOWN, WV

Sign Language 101 LLC AUSTIN, TX

Hope Scholarship Vendor

13. Submitting Reimbursements

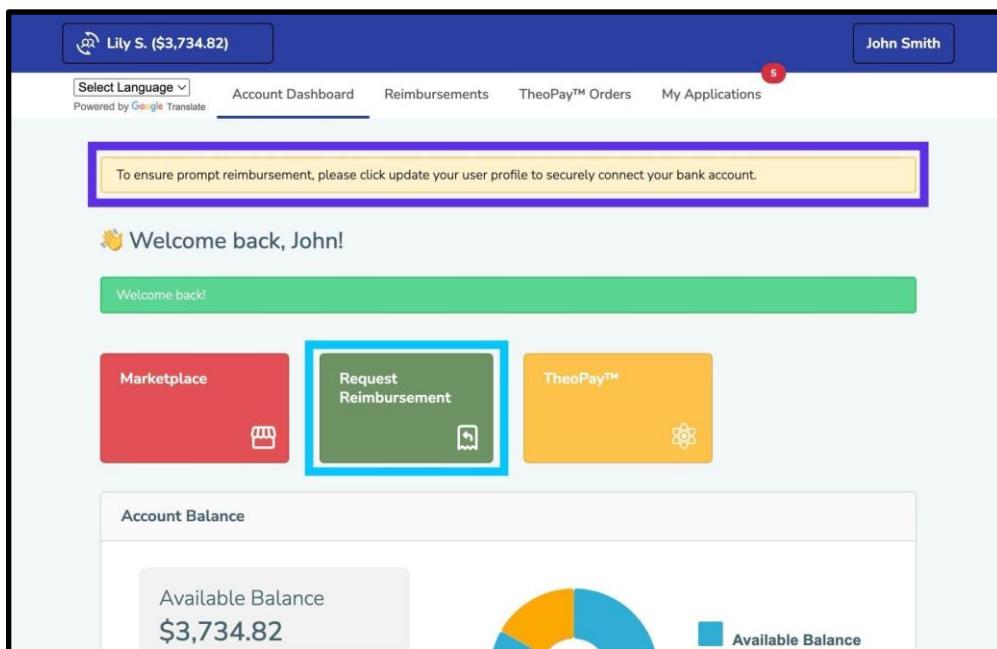
Reimbursements are only allowed for specific expenses as outlined in the [Hope Scholarship Board's Reimbursement Policy](#).

To submit a reimbursement request:

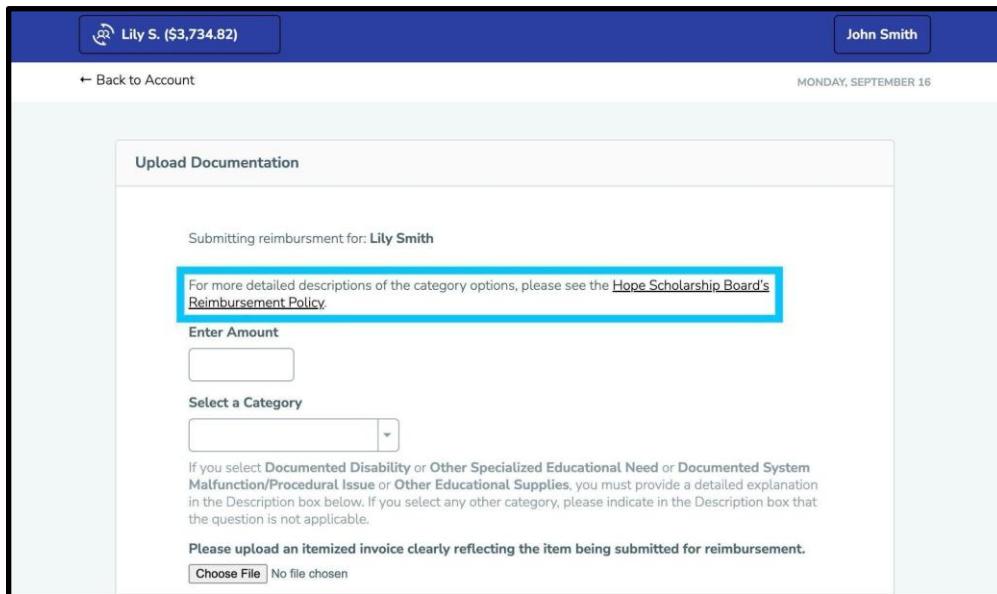
- Connect your bank account to the platform (see announcement at the top of your dashboard).
- Account Holders will not be able to submit a reimbursement request until you have successfully connected your bank account. If needing further assistance with this step, please contact the Hope Engagement Center at 681-999-HOPE (4673) or help@hopescholarshipwv.com

Note: If you do not plan to submit a reimbursement request, you do not need to connect your bank account to the online platform.

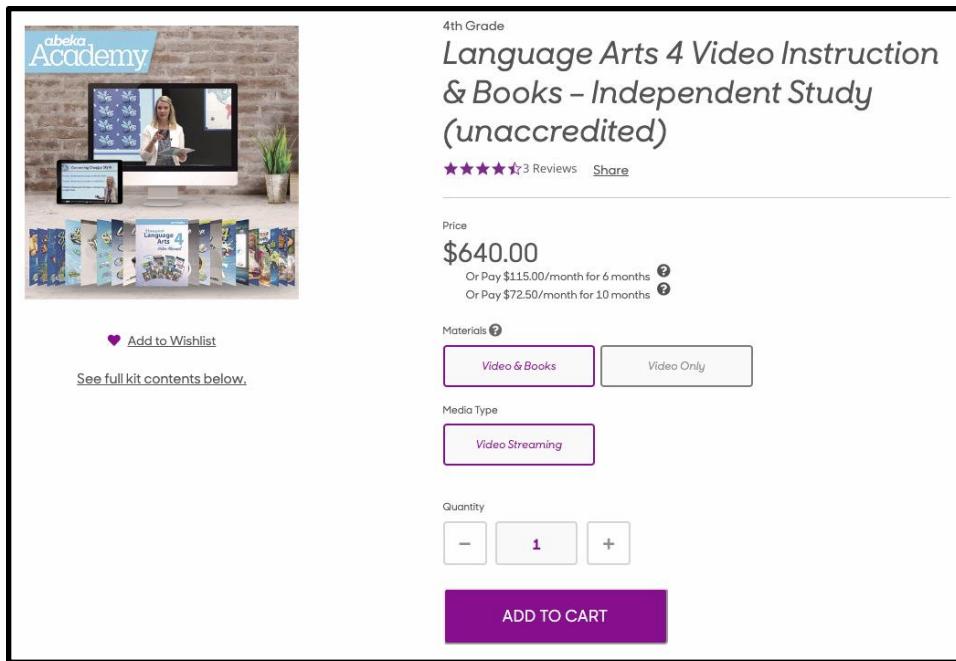
- Click on the "Request Reimbursements" tile in your dashboard. If you have multiple students, make sure that you are completing the reimbursement request for the correct student. Please ensure the correct student's account is displayed in the top left corner as you continue to place the reimbursement request.



- Familiarize yourself with the [Hope Scholarship Board's Reimbursement Policy before submitting a request](#). This document provides a clear understanding of what is eligible for reimbursement of Hope Scholarship funds.



As an illustrative example: Reimbursement for Language Arts 4 Video Instruction from Abeka. In this case, we have selected the Video & Books as well as Video Streaming options.



4th Grade
Language Arts 4 Video Instruction & Books - Independent Study (unaccredited)

★★★★★ 3 Reviews [Share](#)

Price
\$640.00
Or Pay \$115.00/month for 6 months [?](#)
Or Pay \$72.50/month for 10 months [?](#)

Materials [?](#)
 Video & Books Video Only

Media Type
 Video Streaming

Quantity

ADD TO CART

- In the reimbursement request screen, select the appropriate category and enter the total amount you paid for which you would like to be reimbursed.
 - **Important:** Enter the total amount you paid to the vendor, including any relevant tax, shipping, and/or handling fees.

Upload Documentation

Submitting reimbursement for: **Lily Smith**

For more detailed descriptions of the category options, please see the [Hope Scholarship Board's Reimbursement Policy](#).

Enter Amount
\$ 779.96

Select a Category

✓ ACT/SAT College Entrance Exam
Advanced Placement Exam
Assistive Technology
Basic Educational Supplies
Documented Disability or Other Specialized Educational Need
Documented System Malfunction/Procedural Issue
Individual Online Curriculum Subscriptions
Musical Instruments and Related Supplies
Nationally Normed Standardized Achievement Test
Off-the-Shelf Curriculum
Other Educational Supplies
School Uniforms
Technology Equipment

Additional Information: Please provide a detailed explanation of the educational need or documented system malfunction being submitted for reimbursement.

When providing documentation, please include the amount paid, payment method, and a description of your purchase, this may be required for our reimbursement.

- Attach required documentation:
 - Itemized Receipt/Proof of Purchase
 - Proof of Payment (including the purchase date)
 - Other Supporting Documentation (Optional)
 - Supporting documentation submitted with a reimbursement request should be in a PDF, JPEG, or PNG format.

Note: The itemized receipt and proof of payment screen upload areas will only allow one file to be attached in each section. If you have multiple screenshots or documents to satisfy those requirements, please include them in the Other Supporting Documentation section.

- Provide a product description and usage explanation for the following specific categories: **Documented Disability, Other Specialized Educational Need, or Documented System Malfunction/Procedural Issue.** For all other categories, please include N/A in the description box.
- Click "Submit Expense" when complete.

Please upload an itemized invoice clearly reflecting the item being submitted for reimbursement.

Abeka_Itemi... Invoice.jpg

Please upload proof of payment for your purchase.

Abeka_Pro...urchase.jpg

Proof of payment could include documents such as receipts showing the amount paid, payment confirmation emails from the vendor, etc. Depending on the nature of your purchase, this may be the same document as your itemized invoice.

Please attached any additional files needs for the review of your reimbursement.

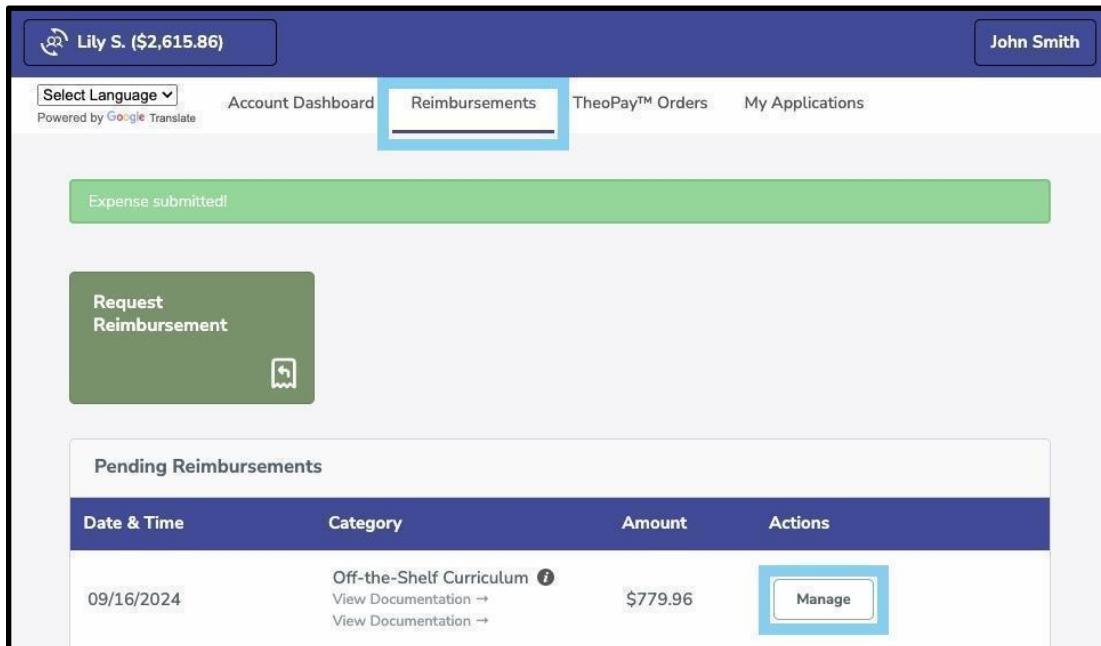
Educational ...rriculum.jpg

Description

N/A

Please provide a detailed description of your student's documented disability or other specialized educational need or a detailed description of the documented system malfunction/procedural issue or a description of the other educational supply. Be as specific as possible. Be advised that Hope Scholarship program staff may contact you for submission of documentation to support your description if deemed necessary. Please mark this box as not applicable if you picked a category other than the ones indicated.

- Review pending reimbursements in the Reimbursements tab.
- Use the "Manage" button to edit or cancel requests.



Lily S. (\$2,615.86)

John Smith

Select Language

Account Dashboard Reimbursements TheoPay™ Orders My Applications

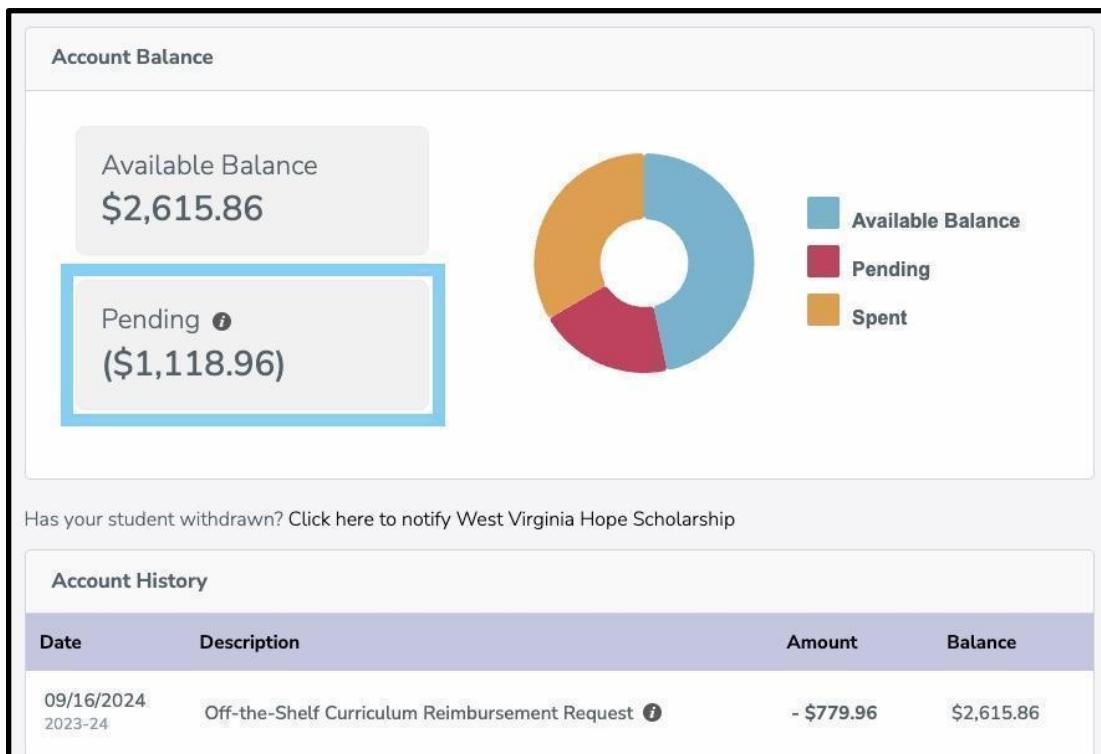
Expense submitted!

Request Reimbursement

Pending Reimbursements

Date & Time	Category	Amount	Actions
09/16/2024	Off-the-Shelf Curriculum <small>?</small> View Documentation → View Documentation →	\$779.96	<input type="button" value="Manage"/>

- Your student's Account Dashboard will update to show the reimbursement amount in pending status.

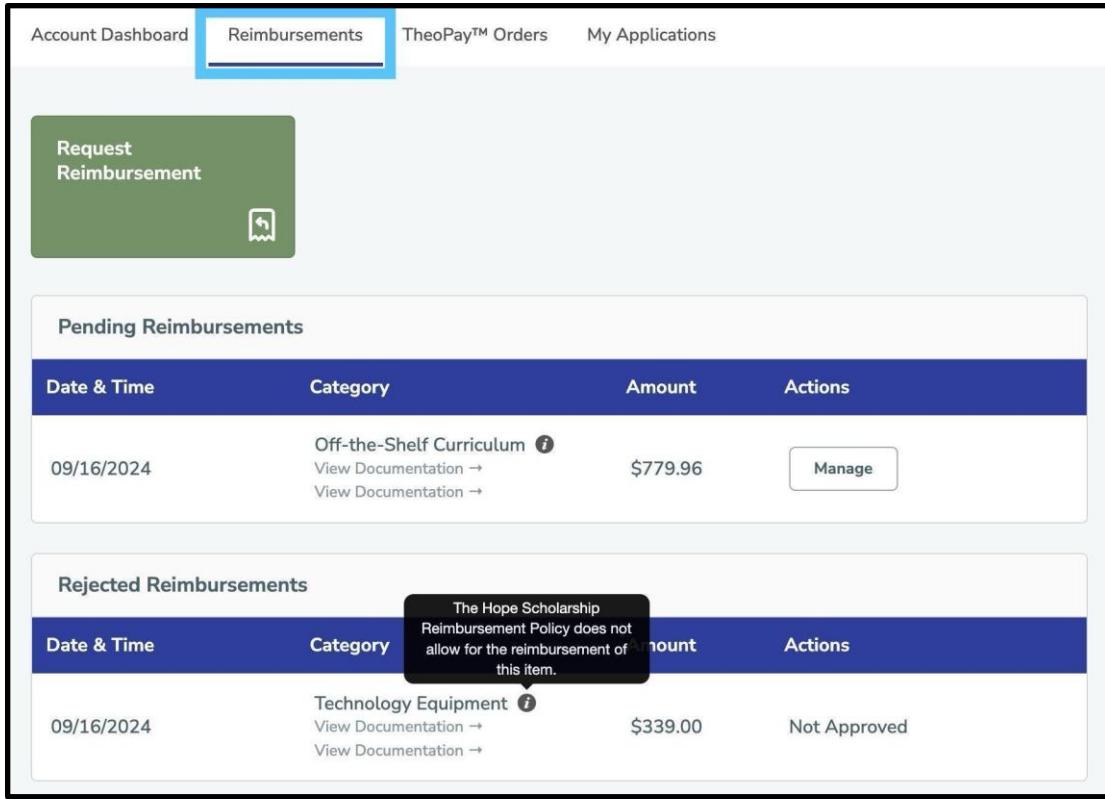


Note: Submit separate reimbursement requests for each participating student in your family from their individual accounts. Ideally purchases would be made separately out-of-pocket for each student to allow for clean documentation for reimbursement requests, but we understand that may not always be possible. If an itemized invoice contains purchases for multiple participating students, the invoice must be clearly marked by the Account Holder to indicate which items belong to each student on the invoice.

To review the status of your reimbursement request(s), click on the Reimbursements tab at the top of your screen. On the Reimbursements screen, you can review:

- Individual reimbursement requests in your Account History, including:
 - Date of Request
 - Category (including links to Documentation)
 - Amount

- Actions



The screenshot shows the HOPE Scholarship Reimbursements dashboard. At the top, there are four tabs: Account Dashboard, Reimbursements (which is selected and highlighted in blue), TheoPay™ Orders, and My Applications. Below the tabs, there is a green button labeled "Request Reimbursement" with a small icon. The main content area is divided into two sections: "Pending Reimbursements" and "Rejected Reimbursements".

Pending Reimbursements:

Date & Time	Category	Amount	Actions
09/16/2024	Off-the-Shelf Curriculum <small>i</small> View Documentation → View Documentation →	\$779.96	<button>Manage</button>

Rejected Reimbursements:

Date & Time	Category	Amount	Actions
09/16/2024	Technology Equipment <small>i</small> View Documentation → View Documentation →	\$339.00	Not Approved

A tooltip is visible over the "Rejected Reimbursements" table, stating: "The Hope Scholarship Reimbursement Policy does not allow for the reimbursement of this item."

As reimbursement requests are reviewed, the status of the request will appear in the “Actions” column and show either an “Approved” or “Not Approved” status. These statuses are defined as follows:

- **Approved:** Your reimbursement request has been approved and the total expense, including applicable tax, shipping, and handling fees, will be reimbursed to the bank account you have on file within the online Hope Scholarship portal.
- **Not Approved:** Your reimbursement request has been denied because it was judged ineligible according to the specific terms outlined in the [Hope Scholarship Board's Reimbursement Policy](#).
- **Processed:** Payment has been processed for the reimbursement request and paid to the linked bank account.

Note: If your reimbursement request was not approved for missing documentation, the family notes section will describe what documentation is needed for review. Account Holders will

need to re-submit a new reimbursement request if previously denied for missing documentation.

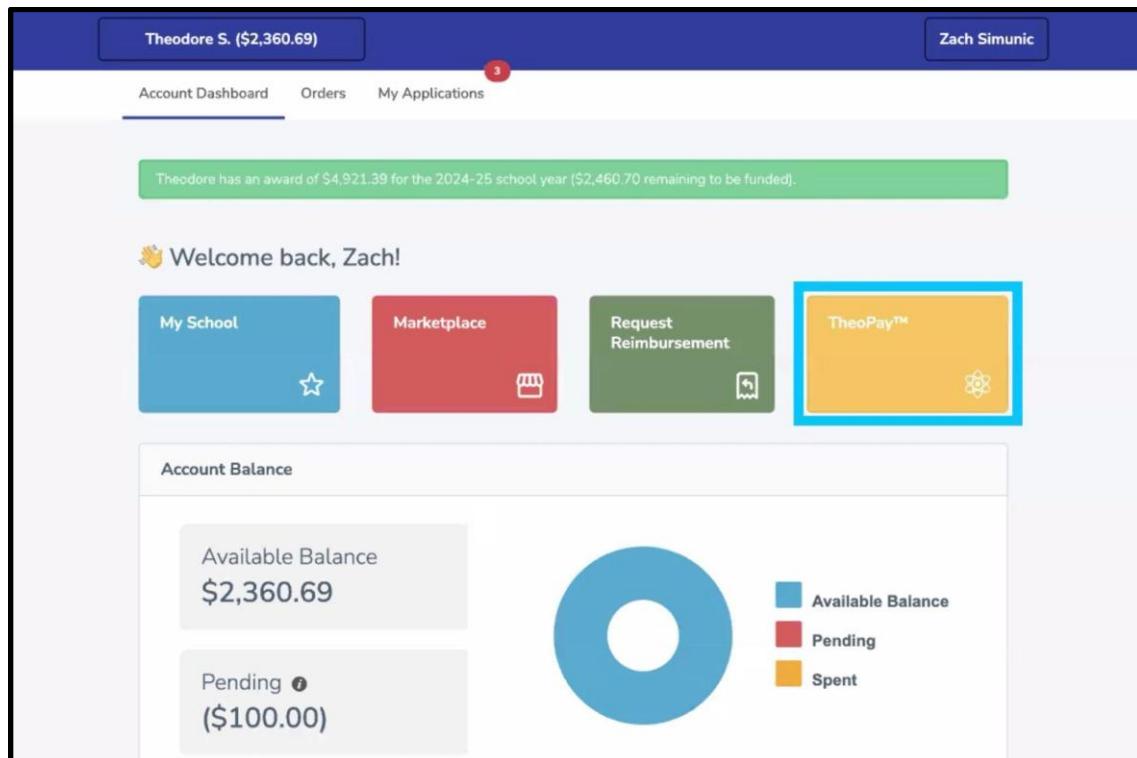
Note: For each reimbursement request you have submitted, you will receive an email that communicates Approved or Not Approved status. In the case of an ineligible decision, the email will contain a specific reason that the request was deemed ineligible.

Appeal Rights: You have the right to appeal a denied reimbursement request. To do so, please visit the [Hope Scholarship Parent and Student Forms](#) page on the [Hope Scholarship Program](#) website to access the Reimbursement Appeal Form.

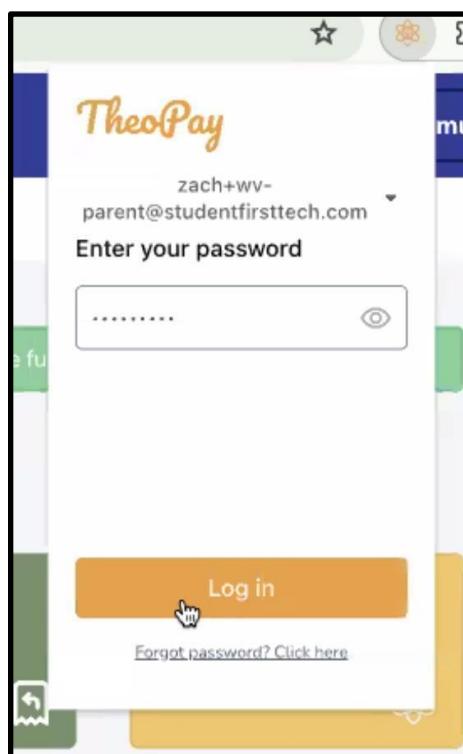
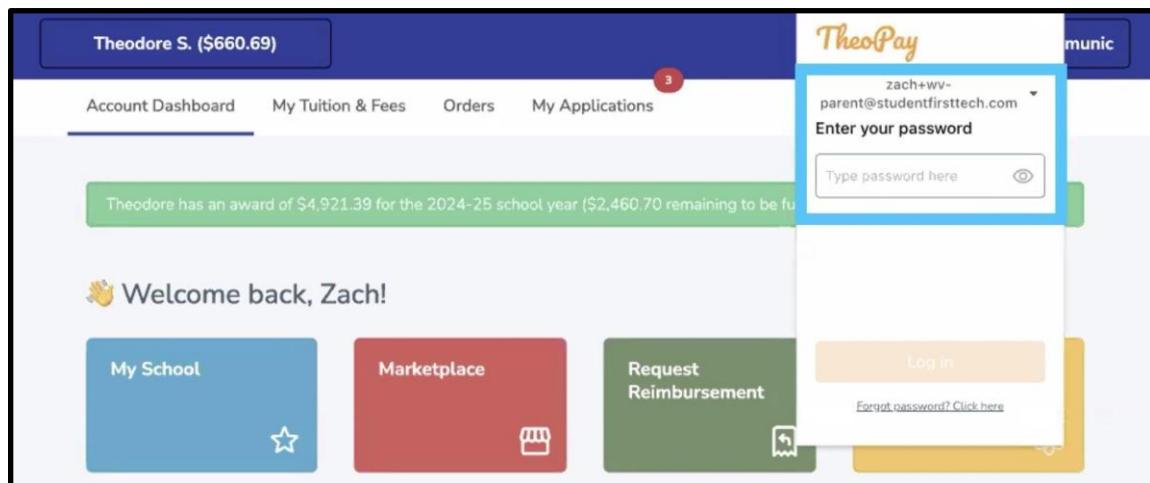
14. Using TheoPay

TheoPay allows you to make purchases from approved vendors outside of the online Hope Scholarship portal.

- From your dashboard, click on the yellow "TheoPay" tile.



- Follow the instructions to add the TheoPay extension to your browser.
- After clicking on the TheoPay extension, a pop-up will appear.
- Enter your Hope Scholarship account password to activate TheoPay.

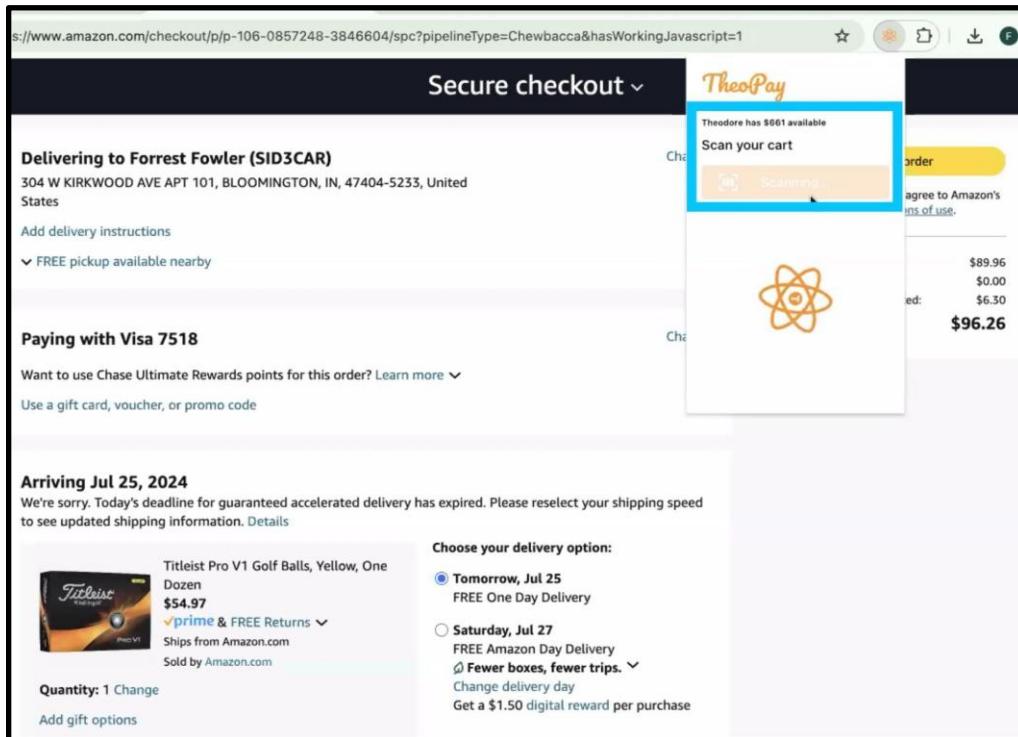


Note for Parents/Guardians with multiple participating students:

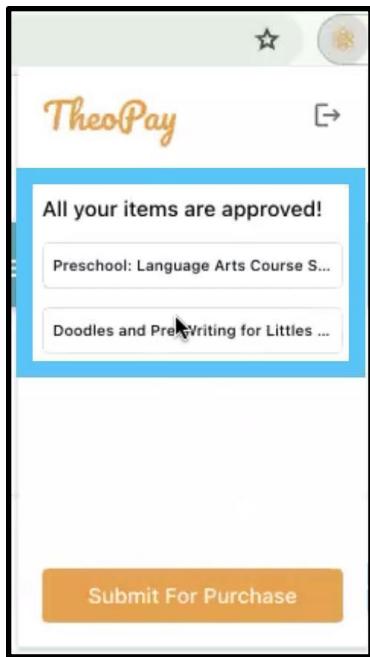
TheoPay corresponds to the Hope Student account currently being viewed in the Parent/Guardian Account Dashboard. Purchases will have to be made for each individual students. Account Holder cannot request TheoPay purchases for more than one participating Hope Scholarship student at a time.

TheoPay Instructions (continued):

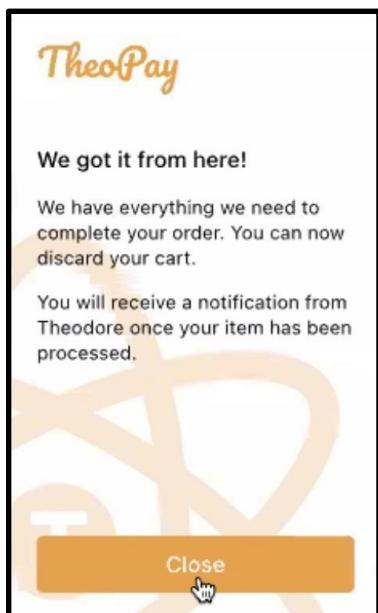
- Navigate to an approved vendor's website.
- Add items to your cart as normal.
- When ready to check out, activate the TheoPay extension.
- Click "Scan Cart" to check item eligibility.



- Review the results and remove any ineligible items if necessary.
- Once all items display as approved by the Hope Scholarship Program, click "Submit" to process the order. **DO NOT CHECK OUT ON THE WEBSITE USING YOUR OWN PAYMENT INFORMATION.**



- TheoPay Product Fulfillment
 - To complete your TheoPay order, simply click the “Close” button. Your job is complete and the Hope Scholarship Program will fulfill your order.



Notes:

- **Do not complete the checkout on the vendor's website. If you check out on the vendor's website using your own payment information, you may not be able to be reimbursed for your purchase.** TheoPay will process the order for you.
- For families with multiple students:
 - Submit TheoPay requests individually for each student participating in the Hope Scholarship Program.
 - The fulfillment team will combine orders when possible to optimize shipping.
- Taking advantage of sales or discounts:
 - Student First Technologies cannot guarantee that orders will be fulfilled in time to secure sales prices or discounts available at the time the parents places the order, but will make every attempt to secure the favorable pricing when fulfilling the order.
- If an item is initially denied:
 - Within the TheoPay App, families can submit the product for reconsideration, which results in product eligibility review.
 - The initial denial may be overturned if the item is determined to be allowable.
- TheoPay purchases must be made through a web browser, not through vendor-specific apps.

15. TheoPay Order Return & Refund Process

Initial Return Request

1. Before Starting the Return Process

- Each TheoPay whitelisted vendor has specific policies regarding vendor return policies published through the vendor's website, which can be reviewed at [TheoPay Enabled Vendor Return Policies.](#) □

Note: All returns under the Hope Scholarship Program are subject to the return policies of the vendor from which the returned item was originally purchased. This includes the timeframe to complete a return as well as any restocking fees or other charges for returns processed after

the eligible period. If the vendor will not permit the return of a specific TheoPay item under the vendor's return policy, the Hope Scholarship student will not be able to receive a refund for the item.

2. Submit Return Request

- Complete the [TheoPay Product Return Request Form](#) by clicking the link.
- **Note: Do not Initiate a return on your own with a vendor without going through the required TheoPay Product Request Form.**
 - **Important:** If you initiate returns directly with vendors outside of the Hope Scholarship Program's official return process, the Program cannot be held responsible for any issues that may arise.

3. Follow Steps in Hope Scholarship's TheoPay Order Returns Process guide.

- The [TheoPay Order Returns Process](#) guide provides detailed instructions for account holders to follow to ensure Hope Scholarship funds are properly returned to students accounts. **Completion of the TheoPay Product Request Form does NOT signify that the return process is complete. Following all steps is important to ensure the TheoPay returns process is complete.**
- If you need additional assistance for TheoPay returns, please reach out to the Hope Engagement Center at help@hopescholarshipwv.com or by phone at (681) 999-HOPE (4673).

16. School Withdrawal & Refund Process

This section applies to nonpublic or microschool students who are enrolled in a school in the online Hope Scholarship portal but who wish to withdraw from that school.

Initial Withdrawal Stage

Before Starting Withdrawal

- Please review your current non-public school's withdrawal policy. Hope Scholarship funds cannot be used to pay for services not rendered to a student. Families may be responsible for expenses non-refundable by a specific school's withdrawal policy.

- Determine new educational path:
 - Different Hope participating school
 - IIP (learning at home) program
 - Return to public school
 - Other
- Email hopescholarshipwv@wvsto.gov to inform the Hope Scholarship Program regarding your student's withdrawal. Include the student name, current school, start date and end date of enrollment, and educational plans for the future. **If the Student returns to public school, the Student is no longer eligible for the Program and the Account Holder must immediately cease use of Hope Scholarship funds.**

Withdrawal Refund Processing Stage

1. School Refund Process

- Hope Scholarship Board Staff will work with the school to initiate a withdrawal in the Hope Scholarship online portal, which will remove the student from the school, freeing the student to make a new school selection in the system.
- The withdrawal process also calculates whether the school owes a refund for the student based on the number of instructional days the student attended the school and the school's annual tuition rate. If a refund is due for the student, the system will generate a negative invoice for the school.
- The school will issue a refund to Student First Technologies to pay the negative invoice for the student within 30 days of the student's withdrawal from the school.

2. Refund Processing by Hope Scholarship Program

- Student First Technologies receives the student's refund check from the school, verifies the amount and student details, and processes the refund total back to the student's Hope Scholarship account.

17. Support and Assistance

If you encounter any issues, the Hope Engagement Center is available to assist you by contacting help@hopescholarshipwv.com or 681-999-HOPE (4673). Thank you for your participation in the West Virginia Hope Scholarship Program!