HOPE SCHOLARSHIP
WEST VIRGINIA

What should I include in a product or service offering description?

1 What is the product/service?

Describe the product/service in a detailed manner by explaining exactly what it is and everything it includes. The more detail you include, the better! We want families to know exactly what they are purchasing.

2 What does it cost?

List all items included in the total cost for the product/service. (supplies, additional fees, activities, etc.) Please include if the cost is per semester, session, credit hour, monthly, weekly, etc.

3 How is the service offered?

Ensure that you are clarifying if this is offered in person, virtually, asynchronously, synchronously, etc. Adding your physical address, virtual class information, or any other clarifying information is important!

4 What age range/grade levels is it offered to?

Hope Scholarship funds can only be used for grades K-12 and ages five and up! Clarifying what age or grade your product/service is for ensures families are getting the proper product/service for their student.

5 What are the dates/times?

List the exact days and times services are offered or provide a link for families to view this information for each product/service on your website.

6 Should I include my contact information or website?

This is optional but very helpful! You can include your contact information in the description for families to reach a specific person or review your website for more information prior to purchasing through the Hope Scholarship online portal.

7 Is there anything else I should add?

Again, the more detail the better! Please confirm the product/service does not include items on the Nonqualifying Expense List. We update this list as needed, and it is posted on our website at www.hopescholarshipwv.gov.

TIPS

TIP: Product/service offerings should be specific.

Only include information for the specific product/service being offered. You will need to submit a separate service offering for anything that has different pricing and/or description.

TIP: We must verify price.

Please keep in mind that we must be able to verify that the pricing on each of your submissions is the same for non-Hope students. We will need you to email us that information if it is not visible on your website.

TIP: Need to make an update?

Click the “Edit Product" button on Approved or Rejected items to submit an edit. A product that is still Pending is locked while it is under review, so wait for a decision before making changes.

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