



## How To Make a Scholarship Payment to R.O.M.E Academy

### Step 1: Log onto EMA



The login page for the Education Market Assistant (EMA) system. It features the EMA logo at the top, which includes a stylized owl icon. Below the logo, the text reads "Welcome!". There are two input fields: "Username" and "Password". Each field has a "Forgot" link next to it. Below the password field is a "Show" button. There is a checkbox labeled "Keep me signed in". A prominent red "LOG IN" button is centered on the page. At the bottom, there are two links: "Don't have an account? Sign Up" and "SUF S Team Member? Sign In".

### Step 2: Once in the dashboard, click "Marketplace" on the left hand side.

The screenshot shows the Scholarship Portal dashboard. On the left is a navigation menu with items: Dashboard, My Students, Spending, Marketplace (highlighted with a red arrow), Reimbursements, Pre-Authorizations, Recent Transactions, and Help. The main content area is titled "Scholarship Portal" and contains several sections: "Action Items" with a checkmark and the text "No Action Items. All urgent matters have been taken care of.", "My Recent Applications" with a "View All" link and a "SUBMITTED" status for "2026-2027: FES-UA", and "My Students" with a "VIEW ALL" link. A student card for "FES-UA (26-27)" with a "Pending" status is visible at the bottom.

### Step 3: Once in the Marketplace, click "Find Providers".

**Scholarship Portal**

**Welcome to Marketplace**

The Marketplace connects parents and students to products and services that have been pre-approved as eligible expenses for scholarship funds. Purchases through the Marketplace allows vendors to be paid directly from the student's scholarship account without the need for reimbursement. You will find a comprehensive library of educational tools, service providers, and schools to help unleash your student's potential.

[MyScholarShop®](#)  
 Online marketplace for educational tools

**Find Providers**  
 Find tutors, therapists and other providers for your student

[Provider Order History](#)  
 View and cancel orders made with service providers in EMA.

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### Step 4: Select your student

**Scholarship Portal**

MARKETPLACE > FIND PROVIDERS

**Find a Provider**

SELECT STUDENT Please select a student. ▾

⚠ The student must be selected before a search can be performed.

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### Step 5: Type "ROME Academy" in the search bar and click "Search"

**Scholarship Portal**

MARKETPLACE > FIND PROVIDERS

**Find a Provider**

SELECT STUDENT [Redacted]

To filter down your results, select a service category, service type, or class type, then click search. You are also able to search by business name, email, website, description, and location (address, city, zip).

Service Category ▾ Service Type ▾ Class Type ▾ **ROME academy** SEARCH

**ROME Academy**

Home Education Instructional Program Tuition & Fees

At R.O.M.E. Academy, our academic program is intentionally designed to provide structure, flexibility, and excellence in home education. We operate Monday through Friday, August through May, from 8:00 AM – 3:00 PM for students in grades 6–12, offering a full-day, immersive learning experience that mirrors a traditional school environment while maintaining the benefits of personalized education. Our program serves as both a primary academic solution and a supplemental enrichment experience for home-educated students. We combine rigorous academics with creativity, hands-on learning, and real-world application, ensuring that every student is not only learning but truly understanding, applying, and enjoying. Through a blended

- In Person
- Group

### Step 6: Click "ROME Academy" to review the payment options

**Scholarship Portal**

MARKETPLACE > FIND PROVIDERS

**Find a Provider** SELECT STUDENT

To filter down your results, select a service category, service type, or class type, then click search. You are also able to search by business name, email, website, description, and location (address, city, zip).

Service Categ: Service Type Class Type Q ROME ACADEMY SEARCH

**ROME Academy**

Home Education Instructional Program Tuition & Fees  
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In Person  
 Group

### Step 7: Select the location

**Scholarship Portal**

MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS

**ROME Academy**

At R.O.M.E. Academy, our academic program is intentionally designed to provide structure, flexibility, and excellence in home education. We operate Monday through Friday, August through May, from 8:00 AM – 3:00 PM for students in grades 6-12, offering a full-day, immersive learning experience that mirrors a traditional school environment while maintaining the benefits of personalized education. Our program serves as both a primary academic solution and a supplemental enrichment experience for home-educated students. We combine rigorous academics with creativity, hands-on learning, and real-world application, ensuring that every student is not only learning but truly understanding, applying, and growing. Through a blended model of accredited curriculum, teacher-led instruction, and project-based learning, we meet students where they are and guide them toward where they are called to be. Our courses are available in person for all home education students.

Select A Location To View Services

Select a location

Select a location

**ROME Academy, ROME Academy, 408 PILAKLAKAHA AVE, AUBURNDALE, FL 33823-3223** In Person

2026 - SUFS - [Privacy](#)

### Step 8: Select your tuition and/or fees payment and add them to your cart.

**Scholarship Portal**

Select A Location To View Services  
ROME Academy, ROME Academy, 408 PILAKLAKAHA AVE, AUBURNDALE, FL 33823-3223

**LOCATION DETAILS**  
ROME Academy - AUBURNDALE  
408 PILAKLAKAHA AVE  
AUBURNDALE, FL 33823-3223  
(863) 845-0729

**HOURS OF OPERATION**  
Sun: Closed  
Mon: 8:00 AM - 3:00 PM  
Tue: 8:00 AM - 3:00 PM  
Wed: 8:00 AM - 3:00 PM  
Thur: 8:00 AM - 3:00 PM  
Fri: 8:00 AM - 3:00 PM  
Sat: Closed

**Services Offered**  
HOME EDUCATION INSTRUCTIONAL PROGRAM TUITION & FEES

Enrollment/Registration Fees	Rate	Quantity
Registration Fee	\$100.00 / Year	<input type="text" value="1"/>

HOME EDUCATION INSTRUCTIONAL PROGRAM TUITION & FEES

Other Fees	Rate	Quantity
Technology Fee	\$150.00 / Year	<input type="text" value="1"/>

HOME EDUCATION INSTRUCTIONAL PROGRAM TUITION & FEES

**Step 9: Then click the cart icon at the top of the screen.**

**Scholarship Portal**

**Step 10: Review your selections and click "Reserve Funds" when you are ready.**

**Scholarship Portal**

MARKETPLACE > FIND PROVIDERS > PROVIDER DETAILS > SHOPPING CART

**My Shopping Cart**

By placing your order you agree to reserve scholarship funds for your requested service provider. If you cancel your service request, these funds will be available again within 3 business days. If you are unable to complete the transaction, it may be the student does not have enough available funds.

Student Total \$15.00

PROVIDER	SERVICE TYPE	LOCATION	PRICE	QUANTITY	SUBTOTAL	NOTES (25 CHAR LIMIT)	REMOVE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1	\$15.00	Optional Notes	X

**RESERVE FUNDS**

**Step 11: Click the check box and click "Confirm".**

**You are about to reserve funds.**

By selecting "yes" below, you give Step Up For Students permission to send your name, your student's name, and your contact information to the Provider you selected and gives the Provider permission to invoice the student's Scholarship Account for any fees associated with their services up to the amount listed above.

Yes, my contact information may be sent to the provider

**CONFIRM**