



EDUCATION SAVINGS ACCOUNT

Application Guidance

School Registration

Complete the School registration if your organization charges annual tuition/fee for student services. This can be customized to account for additional sources of funding, discounts, etc. Tuition/fees are determined at the beginning of the school year regardless of student attendance, etc.

Examples of Schools:

- Private Wyoming school.
- Online K-12 school (semester or full-year attendance).
- Post-secondary Institution (Tuition and fees by the semester).
- Child care facility/center providing pre-kindergarten services with a set annual fee.
- Public or Charter school with an annual tuition/fee rate for pre-kindergarten program or participation in a class.
- Schools may charge annual fees for registration, activities, technology, etc.

To complete the School Registration, email WDE-ESA.gov to request a unique registration link.

Service Provider Application

Complete the Service Provider application linked on the [WDE ESA webpage](#) if you charge a flat daily/weekly/monthly rate for all students. Fees can be packaged in a variety of ways and placed in the Marketplace for purchase. A parent of an ESA student can choose from a variety of services to purchase in the marketplace.

Examples of Service Providers:

Online K-12 or post-secondary institution that charges a flat fee for a course. Courses may be bundled for purchase.

- Child care facility/center providing pre-kindergarten services with a daily/weekly/monthly fee for attendance. Fees do not vary by student, but may be bundled to offer different packages for purchase.
- Public or charter school that charges a flat fee for activity, club, supplies (uniform, instrument, costume).
- Tutors, licensed educational therapists (speech, behavior, etc.).
- Instructors (piano, dance, music, karate, etc.).

School and Provider

If you accept tuition and also offer packages (tutoring) or specific fees (band, activity fee), you will need to apply as both a school and a provider in the marketplace.

Do I apply as a School or Provider or Both?

Scenarios:

Student A attends a K-12 school and pays an annual tuition fee.

- School.
 - Note: can be paid quarterly or by semester.

Students B and C attend a Pre-K facility and pay an annual fee, Student C receives a discount that can be applied to the annual fee, so each student each pays a different annual fee.

- School.
 - Note: can be paid quarterly or by semester.

Students D, E and F attend a Pre-K facility that offers month-to-month packages for a flat fee.

- Educational Service Provider/Vendor.
 - This would be a product/service that would be uploaded to the Odyssey Marketplace and available for purchase by the parent using ESA funds.

Student G attends a post-secondary institution for a semester-long course(s) and pays a course tuition and fees for that semester.

- School.

Student H attends a post-secondary institution for a month-long SAT prep course at night.

- Educational Service Provider/Vendor.
 - This would be a product service that would be uploaded to the Odyssey Marketplace and available for purchase by the parent using ESA funds.

Student J attends a K-12 private school for an annual tuition fee and will be purchasing a uniform.

- School and Vendor.
 - The school would set a tuition fee in the Odyssey school portal and as a vendor will add a product offering for a uniform for a standard fee.