



Roane State Foundation Pay-It-Forward: Finish Line Scholarship Guidelines

1. The Pay-It-Forward Finish Line Scholarship is available to students who are in the final semester of classes and on track to complete a degree or certificate at Roane State.
 - A. Please **do not** send students directly to the RSF office to request funds for this program.
 - B. The student must be recommended to the Foundation by a faculty or staff member who is familiar with the student and his/her financial situation by completing the application form.
 - C. The student must submit a release of information through the Roane State Financial Aid Website which gives Foundation personnel permission to view personal and financial information to determine eligibility to receive this aid.
 - D. The student must have exhausted any available financial aid or scholarships for which they qualify.
 - The student will be asked if he/she can pay a portion of the amount owed.
 - The student will be asked if he/she has contacted outside organizations such as WIA or the United Way to request assistance. If not, contact information will be provided.
 - E. The Financial Aid office must verify that the award is needed and the award will not adversely affect the student's financial aid.
 - F. SAP Appeals must be completed.
 - G. Student must have a minimum GPA of 2.0.
2. Finish Line assists students with tuition & fees for completion of the student's program in his/her final semester. These must be required classes.
3. As part of the application process, staff/faculty member recommending the student must affirm to the Foundation that the student is on track to complete their program of study and a copy of the Degree Works report validating the classes required for completion are the classes for which the student is registered and requesting Foundation assistance.
4. Applications and documentation will be reviewed by the Foundation staff to verify eligibility.
 - A. Approved recipients will be notified by the Foundation.
 - B. Students must submit a well written thank you letter and picture of themselves to the Foundation to be used in thanking donors.
 - C. If a student fails to submit a thank you letter and a recent photograph to Roane State Foundation within 5 business days from date of notification, the scholarship may be forfeited.
5. The Foundation will determine amount to be awarded based upon amount of additional financial aid student is receiving, balance due, and other circumstances. The amount of the scholarship will be based on student's account balance and amount he/she is able to pay.

Any exceptions to the above guidelines are subject to the approval of the Foundation Executive Director and/or the Foundation Board of Directors.

All requests are considered on a case by case basis and based on funds available.