



## Roane State Foundation

### Pay-It-Forward: Licensure & Certification Exam Fees Guidelines

Financial assistance is available to students of any Roane State program in need of assistance to obtain required licensure or certification. Funds for this assistance are provided by donations from faculty, staff, and external benefactors through the Roane State Foundation's Pay-It-Forward program.

#### APPLICATION PROCEDURE

1. Students graduating in the current semester will complete the Pay-It-Forward license/certification exam fee application. *An electronic copy of this application is found on the Foundation website.*
2. Student will complete the 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.
3. The completed Pay-It-Forward license/certification exam fee application for any qualifying student must be signed by the respective Roane State Program Director and then their Dean for approval.
4. Funding may be made for a portion or the entire amount requested, depending on financial need and availability of Foundation funds at the respective Dean's recommendation.
5. Funding decisions made by the Dean and reflected on the Pay-It-Forward license/certification exam fee application will be forwarded to the Foundation Office for processing. *The funding decision by the Dean and Roane State Foundation will be final.*
6. Payment can be made in two ways:
  - A. A check issued to the licensing/certification agency will be attached to the licensure/certification application which has been completed by the student graduate.
  - B. A member of the Roane State Foundation staff will pay the fee by credit card if an electronic application is required. The student is responsible for contacting a staff member to arrange this transaction.Other arrangements for payment may be requested by the Program Director or Dean where warranted and necessary, subject to Roane State Foundation approval.
7. Student graduates receiving funds will be expected to submit a well-written thank you letter and photograph to Roane State Foundation, for use in thanking Foundation donors, **prior** to fees being paid. 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 award may be forfeited.

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.***