



Pay-it-Forward Student Emergency Aid Guidelines



1. Emergency student aid is available for students who have unforeseen financial stress come upon them in the course of a semester. This could result in an unexpected expense occurring that will keep the student from continuing to attend class; i.e. vehicle break-down, loss of income, etc. This aid will not exceed \$500 per fiscal year, per student.
2. Emergency aid funds are allocated for each campus according to the spring enrollment at the beginning of each fiscal year. The amount available to be awarded will be sent to the Campus Director/Emergency Aid Liaison soon after the beginning of the academic year. (The Clinton facility will draw from the Anderson County allotment)
3. Students who have emergency issues preventing them from coming to class are required to speak with the Emergency Aid Liaison for the campus where they attend classes as listed below:

Roane County	Jamie Stringer Lisa Steffensen	Knox County	Kirk Harris
Anderson County	Jennifer Zino	Loudon County	Susan Williams
Campbell County	Tracy Powers	Morgan County	Michelle Adkisson
Cumberland County	Holly Hanson	Scott County	Sharon Wilson
Fentress County	Tinisha Key	Clinton Facility	Gordon Williams

4. When the form has been completed and signed by the student, the Liaison will verify that aid to this student does not exceed his/her Total Cost of Attendance Budget. The form will then be forwarded to the Foundation and payment will be made to/for the student as quickly as possible.
 - A. If a part or repairs is needed to the students' vehicle, payment from the Foundation can be made directly to purchase the part and pay the repair shop.
 - B. If the funds are for utilities, payment will be made to the utility company.
 - C. If the award is for gasoline to get the student back and forth to class, clinicals, etc.
 - The Liaison at the campus where the recipient attends will be responsible for having the student sign a log each week verifying that they received a gas card. The cards must be kept in a secure location until given to the student. The original receipt and log must be sent to the Foundation Office by the liaison upon disbursement of final card.
 - Before the student can receive a new gas card the receipt from the previous gas card to show that the card was used for the purchase of gasoline only must be returned to the Liaison.
 - Failure to turn in a receipt forfeits the remainder of the award and future awards.
 - D. Requests for food insecurity will be referred to the RSCC Food Pantry.
 - E. Awards may be made for the purpose of purchasing textbooks if state and/or federal aid has been exhausted or the student does not qualify for it, and the student cannot get assistance from WIA, United Way or other organization.
 - F. Recipients are required to submit a thank you letter and photograph to Roane State Foundation within 5 days or offer may be forfeited as well as eligibility for future awards.
5. Students must be in good academic standing in order to receive an emergency award.
6. The amount of emergency awards will be determined on a case by case basis and are limited to a maximum of \$500 per student annually.

Covered:

1. Car repairs 2. Gasoline 3. Child Care (limited duration) 4. Utility Bills 5. Other items as approved

Not covered:

1. Medical Bill 2. Dentistry 3. Glasses 4. Medicine 5. Tuition

Books and supplies may be covered under other programs but not emergency aid unless there is no alternative solution.

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