



Pay-it-Forward Licensure & Certification Exam Fees Guidelines



Financial assistance is available to students of any Roane State program requiring 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 fee advance application. *An electronic copy of this application is found on the Foundation website.*
 2. The completed Pay It Forward license/certification fee advance application and the application for the respective license/certification exam for any qualifying student must be signed by the respective Roane State Program Director and then their Dean for approval.
 3. 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.
 4. Funding decisions made by the Dean and reflected on the Pay It Forward license/certification fee advance application will be forwarded to the Foundation Office for processing. *The funding decision by the Dean and Roane State Foundation will be final.*
 5. 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.
6. 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.

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