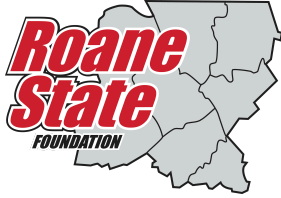


Roane State Foundation Pay-It-Forward: Student Emergency Aid Guidelines

1. Student Emergency 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 (e.g., vehicle break-down, loss of income, etc.). This aid will not exceed \$500 per fiscal year, per student.
2. Students who have emergency issues preventing them from coming to class need to submit their request for assistance to need@roanestate.edu. The Dean of Students will initiate the completion of the Emergency Aid Request form after reviewing the student's situation and verifying with Financial Aid that this assistance will not adversely affect the student's other financial aid. Any RSCC faculty/staff may email the "need" email if they believe a student may qualify for Emergency Aid.
3. When the form has been completed and signed by the student, as facilitated by the Dean of Students, it will then be forwarded to the Foundation and payment will be made for the student as quickly as possible.
 - A. If parts or repairs are needed for a student's vehicle, payment from the Foundation will be made directly to purchase the part and/or pay the repair shop.
 - B. If the funds are for utilities or rent, payment will be made directly to the utility company or landlord.
 - C. If the award is for gasoline to get the student back and forth to class, clinicals, etc.
 - The cards will be given to the liaison (e.g., Dean of Students, Site Director, etc.) at the campus where the recipient attends and must be kept in a secure location until given to the student. Cards will be issued on a weekly basis and the liaison will be responsible for having the student sign a log each week verifying that they received a gas card. 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 and supplies if state and/or federal aid has been exhausted or the student does not qualify for other aid, and the student cannot get assistance from WIA, United Way or other organizations.
 - 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.
4. Students must be in good academic standing in order to receive an emergency award.
5. 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.



Generally not covered:

- Medical Bills
- Dentistry
- Glasses
- Medicine
- Tuition
- Car Repairs (students who take classes exclusively online may not request Pay-It-Forward funds for transportation hardships)

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.