DoD: Principles of Excellence Standard Information Form

The following information is provided to all students receiving veterans benefits as outlined in Executive Order 13607:

1. **Education Plans** may be found on at [www.roanestate.edu/?6690-Our-Programs](http://www.roanestate.edu/?6690-Our-Programs). Students should select the program of study they are interested in and declare the selected major. Associate of Applied Science majors are designed to allow the student to be ready to pursue a career upon graduation. Associate degrees, including all of those listed under the Tennessee Transfer Paths, are designed to prepare the student to transfer to a four year institution. A faculty advisor specializing in the selected program will be assigned to the student. The student must contact the faculty advisor at least one time per semester for assistance with their educational plan. The detailed class schedule and advisor's note of approval must be sent to the school certifying official for VA certification.

2. **Financial Aid** should be applied for by all students. This can be done by completing the Free Application for Federal Student Aid (FAFSA) and submitting it as early as possible. The FAFSA and additional financial aid information is available at [www.roanestate.edu/?5357-Financial-Aid](http://www.roanestate.edu/?5357-Financial-Aid). All students are encouraged to contact the financial aid office if you have questions. TIP: Your FAFSA PIN is important information and should be retained for future reference.

3. **Know What You Owe** – students deciding to take out a student loan for their education should carefully consider all loan information and the estimated amount that will be owed in the future. The National Student Loan Data System is designed to assist students in these considerations. Please see [www.nslds.ed.gov](http://www.nslds.ed.gov) for this important information.

4. **Tuition/Fee** information available at [www.roanestate.edu/tuition](http://www.roanestate.edu/tuition)

5. **Prior credit** – all transcripts from previously attended institutions of higher learning are required to be submitted to the Roane State records office. DD 214s should also be submitted for general credit hours.

6. **Interrupted attendance** – students called up to military service should submit a copy of the directive orders to the Records office. If service occurs after the last day of withdrawal, students should request a late withdrawal so that no punitive grade will be received. Any student who has been admitted to one of the competitive allied health science programs should also contact the program director to ensure readmitted status to the program upon completion of the service requirement.

7. **Refund Policy** – Roane State follows the refund policy required for Title IV funding. Pursuant to T.C.A. § 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees.

8. **Point of Contacts**: School Certifying Official for VA payments: Sandra Grice gricesd@roanesate.edu Financial Aid: Tina Long, longTM@roanesate.edu Tuition Assistance: burket@roanestate.edu Records RectorBW@roanestate.edu

30 June 2012