

## **Athletics Financial Aid Procedures for Reimbursement for Academic Tests**

In accordance with NCAA Bylaw 16.3, Department of Athletics reimbursement for tests required for scholarship student-athletes to be eligible to progress toward graduation in their respective degree programs is authorized. Most of these testing requirements involve student-athletes in the College of Education and the Whitson Hester School of Nursing.

These procedures cover reimbursement for testing required after the start of a scholarship student-athlete's academic program and required to progress toward graduation.

We will consider reimbursement for one administration of each required exam and only for the preregistration rate for the exam(s). Reimbursement for exams is authorized only for student-athletes who are receiving a Department of Athletics scholarship during the academic year in which the exam is taken. For exams scheduled during the summer, from the end of the spring semester to the start of the fall semester, a student-athlete would have to be awarded a fall semester athletic award to be eligible. A request for reimbursement for a particular examination must be made in writing using the attached Athletics Academic Testing Reimbursement Request form. We also will consider reimbursement for a required Background Check.

### **Limitations**

1. Managers, athletic trainers, student coaches, other support staff, and non-scholarship student-athletes are not eligible.
2. Athletics will not reimburse students for late test registration fees or for registration payment when the student takes an exam on a testing day, walk-in (standby) basis.
3. Our procedures do not cover pre-matriculation tests, which are required for academic placement purposes (e.g., COMPASS or Accuplacer). The only exception is that head coaches may choose to pay for a placement exam from their Restricted accounts with the approval of the Associate Director of Athletics for Sports and Compliance. This might be a more common consideration for International students who do not have ACT or SAT scores on file.
4. Our procedures do not cover payment for post-graduate professional accreditation or licensure exams (e.g., NCLEX for Nursing certification) that are not a requirement for awarding of a baccalaureate degree.
5. Our procedures do not cover the cost of undergraduate or graduate program entrance exams (e.g., TOEFL, ACT, SAT, GRE, MCAT, MAT).
6. For students who are required to take the Praxis II, reimbursement will cover only tests that are required to progress toward graduation. Praxis exams for additional endorsements will be the responsibility of the student.
7. Our procedures do not cover reimbursement for transportation to and from an examination location.
8. Our procedures do not cover exam preparation courses or materials, although some exam preparations books may be available for loan through the Athletics Academic Office.

**Examples of examinations and requirements which may be covered by these procedures follow.**

1. **HESI (Nursing Screening Exam):** Prospective Tech Nursing students are now required to take the HESI A2 for the Upper Division Nursing application. The fee is paid directly to Elsevier. Most students will complete this at the end of their freshman year or midway through their sophomore year.
2. **Praxis CORE:** For entry into Teacher Education Program. Praxis CORE is completed between attainment of 30-60 credit hours for students who do not have at least a 21 composite on the ACT or a 1020 combined score on the SAT.
3. **Praxis II Content Knowledge:** Passing scores are required prior to entry into Residency I.
4. **Praxis II Principles of Learning and Teaching and Specific Praxis II Content Exams:** Passing scores are required prior to entry into Residency II. (Note: Residency II candidates may lack one passing test score and still be permitted to complete their final semester in their program of study.) Praxis II Content Knowledge Exams will vary depending upon a student's particular major (e.g., Secondary Education Specialty, Middle School, Elementary Education, or Special Education.)
5. **Background Check:** A Background Check is required for admission to the Teacher Education Program. An additional Background Check may be required depending upon a student's placement for Residency I or Residency II.

**Reimbursement Procedures**

Each student-athlete needs to pay the examination fee, complete the Athletics Academic Testing Reimbursement Request, and provide documentation of the test registration and payment to request reimbursement. Once approved, Director of Compliance Mandy Thatcher will request reimbursement via Financial Aid using the NCAA Academic Enhancement Fund.

A credit for the approved reimbursement amount will appear on the student-athlete's Eagle Online account, and the funds would then be sent to the student's direct deposit account.

# Athletics Academic Testing Reimbursement Request

NAME: \_\_\_\_\_ T# \_\_\_\_\_ YEAR (circle) Fr So Jr Sr 5<sup>th</sup> Grad

SPORT: \_\_\_\_\_

MAJOR \_\_\_\_\_ CONCENTRATION \_\_\_\_\_

Required Exam \_\_\_\_\_ Exam Date \_\_\_\_\_

Purpose of Exam \_\_\_\_\_

Early Registration Exam Deadline \_\_\_\_\_

When did you register for the exam? \_\_\_\_\_ Cost \_\_\_\_\_

Did you take this exam previously?  Yes  No

If "yes," why are you taking the exam again? \_\_\_\_\_

Attach documentation of payment for the examination.

Student-Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## DEPARTMENTAL ADVISOR:

This exam is required for progress toward graduation in this student's program of study. By not taking this exam, the student will be ineligible to meet the requirements for awarding of a bachelor's degree in the major listed above.  Yes  No

COMMENTS: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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## ATHLETICS ACADEMIC ADVISOR:

I support this student-athlete's request for taking the examination.  Yes  No

Athletic Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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ASSOCIATE ATHLETICS DIRECTOR APPROVAL:  Approved  Not Approved

Associate Athletic Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Deliver completed form and attachment(s) to Director of Compliance Mrs. Mandy Thatcher.