



Per Section 10 of the ASA By-Laws: Postgraduate Opportunity Fund

Clause 1: The Purpose of the Postgraduate Opportunity Fund is to reimburse all eligible applicants for partial or all postgraduate tests costs based on need.

Clause 2: The Treasurer must allocate a minimum of five (5) percent of the annual ASA budget at the beginning of both fall and spring semesters for the Postgraduate Opportunity Fund. If the fund has a balance of \$20,000 or greater, then no allocation is required.

Clause 3: The application guidelines for reimbursement from the fund shall be determined jointly by the head of the ASA Curriculum Committee and the Student Success Center.

Postgraduate Opportunity Fund Application Guidelines

- A. The Fund will reimburse up to 100% of the cost of an exam.
- B. A prorated amount will be awarded based on the volume of applicants.
- C. All eligible applicants will receive some amount of money, even if not the full amount of the cost of their exam.
- D. After a base amount or percentage of test costs has been allocated to all eligible applicants, any remainder may be allocated on a needs-basis, per the discretion of the Student Success Center.
- E. Exams eligible for reimbursement from the fund are limited to tests required to gain admittance to graduate school and tests to obtain licensure that gives legal authority to work in an occupation.
- F. Exams to obtain certifications will not be eligible for reimbursement.
- G. Licenses, certifications and the difference between the two will be defined by the Bureau of Labor Statistics.
- H. A student is eligible for reimbursement once in their lifetime.
- J. The applicant must apply for reimbursement by the designated the last day of classes (not to be confused with the last day of finals) of the summer term.

K. The applicant must have been an Augustana student or within the last thirty days of graduation at the time of taking the exam to be eligible for reimbursement.

L. Students should not apply for reimbursement if they are receiving reimbursement from an employer, outside scholarship, or standardized testing association for their exam.

M. The applicant must have taken the exam that they are requesting reimbursement for within the academic year to be eligible for reimbursement.

N. Reimbursement will occur once a year during the summer term when final grade reports are due.

O. Students should have a savings/checking account established at Augustana University that can be maintained after graduation to receive reimbursement via direct deposit.

P. All application submissions will be handled by the Student Success Center to eliminate potential conflicts of interest.



Postgraduate Opportunity Fund Application

Please attach a receipt and registration ticket for your designated exam.

A. Student Name: _____ Anticipated Graduation Date: _____

B. Student Major(s): _____

C. Student Minor(s): _____

D. Name of Exam Taken: _____

**Exams eligible for reimbursement from the fund are limited to tests required to gain admittance to graduate school and tests to obtain a licensure that gives legal authority to work in an occupation. Exams to obtain certifications will not be eligible for reimbursement.*

E. Date of Exam: _____

**A student is eligible for reimbursement once in their lifetime. The applicant must have been an Augustana student or within the last thirty days of graduation at the time of taking the exam to be eligible for reimbursement. The applicant must have taken the exam that they are requesting reimbursement for within the last 6 months to be eligible for reimbursement.*

F. Cost of Exam: _____

**The Fund will reimburse up to 100% of the cost of exams based on financial need. A prorated amount will be awarded based on the volume of applicants. All eligible applicants will receive some amount of money, even if not the full amount of the cost of their exam. Reimbursement will occur once a year during the summer term when final grade reports are due. Students should have a savings/checking account established at Augustana University that can be maintained after graduation to receive reimbursement via direct deposit.*

I give permission to Augustana University's Office of Financial Aid to release information regarding my financial need status to the Student Success Center and ASA Curriculum Committee Head. Additionally, on my honor, I pledge that I am not receiving reimbursement from an employer, outside scholarship, or standardized testing association for this exam.

Signature: _____ Date: _____

Turn into the Student Success Center on or before the last day of classes of the summer semester.