

## FE Exam Reimbursement Procedure

Tickle College of Engineering

Office of Academic & Student Affairs (ASA)

1. The student must be declared an engineering major, be registered for and taking classes, be an undergraduate status, and have not yet graduated from the college. Student will only receive one exam reimbursement, regardless of number of attempts.
2. The student registers and takes the FE Exam prior to graduation.
3. Upon completion of the FE Exam, the student should request reimbursement via [TDX ticket](#) as follows:
  - a. Complete the FE Exam Reimbursement Request.
  - b. Attach both the NCEES receipt and proof of exam completion (pass or fail) to the request (eligibility for reimbursement is not affected by the result of the exam.)
  - c. Reimbursement requests should be submitted no later than 4 weeks prior to graduation.
4. All students graduating in the spring will receive their refund after grant money is received in February of each year, while funds are available, prior to graduation. Those graduating in the fall will receive information from ASA to receive reimbursement prior to graduation if funds are available.
5. ASA processes the refund in Scholarship Manager. Disbursement is handled by the Bursar's Office.