

# Financial Aid

Forms & Policies



## **Procedure for Awarding and Monitoring Athletics Financial Aid**

All athletics financial aid requests are to be submitted to the sport supervisor on an IUPUI Grant-In-Aid Request form. This includes all initial, renewal, and revised financial aid requests. If a National Letter of Intent is to be offered, this must be indicated on the form by the coach. Requests for summer awards must be submitted as a separate request. Awards are made only in accord with NCAA regulations and guidelines established by the IUPUI Department of Athletics.

### Steps in the Grant-In-Aid process

1. The Business Manager will advise each head coach of the next year's funds by December 1st.
2. The coach for each sport is responsible for verification that sufficient funds are available to make the recommended award and for monitoring the permissible number of awards that can be made for his/her respective sport.
3. An IUPUI Grant-In-Aid Request must be completed and signed by the Head Coach. Completed requests should be delivered to the sport supervisor as expeditiously as possible. The request should indicate if the awardee will be an incoming freshman, new transfer, or a returning student-athlete. If the awardee is to be issued a National Letter of Intent, it must be indicated on this form. Requests for awards for incoming freshmen and transfers should include a transcript. Renewal awards for the subsequent academic year are due no later than June 1<sup>st</sup>.
4. A spreadsheet detailing all the financial aid the coach intends to award for the year (initial and continuing awards) must accompany the Grant-In-Aid Request. The request will not be approved without this information.
5. The intended recipient's entire academic record and history of athletics participation will be evaluated by the Assistant AD for Compliance in order to determine if all eligibility criteria for the award recommended are met. If a National Letter of Intent is requested, the Assistant AD for Compliance will verify that all required academic transcripts have been received. Additionally, NCAA Eligibility status will be verified for all awardees.
6. The Compliance Office will prepare an IUPUI Grant-In-Aid offer for signature by the Director of Athletics (or designee) and a member of the Scholarships Office. If requested, a National Letter of Intent will also be prepared by the Compliance Office.
7. The signed Grant-In-Aid will be sent in triplicate to the student-athlete for signatures along with a cover letter. Any special conditions to be placed on the award that cannot be explained on the Grant-In-Aid offer must be stipulated in this cover letter. Coaches are encouraged to provide their own letter to be sent at the time of submission of the Grant-In-Aid request.

8. The student-athlete is expected to return two copies of the Grant-In-Aid (and National Letter of Intent, if requested) prior to the specified date.
9. One signed copy of each Grant-In-Aid is sent to the Office of Scholarships by the Compliance Office. Upon completion of final registration, the Office of Scholarships will credit the amount indicated (except for textbooks) to the individual student athlete's account and for posting for the Financial Aid Transcript.
10. Amount posted to the Financial Aid Transcript are reviewed against the original Grant-In-Aid offer.

#### Cancellation or reduction of athletics financial Aid during the period of award

Athletics financial aid cannot be increased, reduced, or cancelled during the period of award based on a student-athlete's athletic performance, ability, or any other athletic reason.

However, IUPUI can immediately reduce or cancel the athletic financial aid during the award if the student-athlete:

1. Renders himself or herself ineligible for competition;
2. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement;
3. Engages in serious misconduct that warrants substantial disciplinary penalties, or
4. Voluntarily withdraws from the sport for personal reasons.

The recipient's aid may not be awarded to another student-athlete in the term in which it was reduced or canceled once the academic year begins.

#### Renewal/Non-renewal of grant-in-aid

The renewal of institutional financial aid based on any degrees of athletics ability must be made on or before July 1<sup>st</sup> prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous year and has eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or not for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution's regular financial aid authority and not from the athletic department.

Requests for renewal/non-renewals of financial aid must be submitted to the compliance office by June 1<sup>st</sup> each year.

### Procedures to appeal reduction, cancellation, or non-renewal of athletics financial aid

Decisions to reduce, cancel, or to not renew an athletics grant-in-aid may be appealed by the student-athlete upon receiving formal notification from the IUPUI Office of Scholarships. The student-athlete must initiate the appeals process by formally requesting a hearing opportunity. The hearing request must be submitted in writing to the Director of Scholarships within 30 calendar days from the date contained on the formal notification.

Upon being notified of the hearing request, the Office of Scholarships will contact Mary Beth Myers, chair of the appeals committee. The chairperson will notify the committee members and request supporting documentation from the student-athlete and the athletics department. The documentation will be reviewed by the committee and render a decision. A written decision will be provided to the student.

If the student-athlete disagrees with the committee's decision, a final appeal may be submitted to the Chief of Staff in accordance with procedures identified at the time of the committee's decision. The failure of the student-athlete to pursue the appeal as directed or the decision of the Chief of Staff will terminate the issue.

### Athletics financial aid upon career-ending injury or illness policy

A student-athlete's athletics financial aid will not be cancelled due to a career-ending injury or illness provided the student-athlete compiles with certain conditions set forth by the Department of Intercollegiate Athletics.

A career ending injury or illness is one that prohibits a student-athlete from further athletic competition in the sport for which he or she is receiving financial aid. The IUPUI Head Team Physician must certify that the injury or illness is a career-ending.

Following a career ending injury or illness, a student-athlete must meet the following terms and conditions in order to receive athletic financial aid:

1. The student-athlete must meet the NCAA eligibility requirements for satisfactory progress towards degree completion.
2. The student-athlete is required to work for the Department of Intercollegiate Athletics. The Director of Athletics and Head Coach determine the number of hours per week that the student-athlete must work.
3. The student-athlete's aid must be consistent with NCAA bylaw 15.3.5.1

If the student-athlete's athletics grant-in-aid is not renewed or reduced for the subsequent year, the student-athlete may appeal the non-renewal or reduction.

## Fifth-year aid Policy

The IUPUI intercollegiate athletics program provides funding each academic year to assist student-athletes who have exhausted their eligibility with completing the requirements for their degree. Funding is limited for this program therefore the department has established the following criteria for receiving post-eligibility aid:

1. The student-athlete's head coach must recommend the student-athlete to receive fifth-year aid.
2. Student-athletes can only receive 10 semester of financial aid within a six year period from the time they initially enroll in college as a full-time student.
3. Student-athletes must have completed at least 80% of their degree program.
4. Student-athlete must have achieved 100% of the GPA required for graduation in their degree program.
5. Student-athletes must meet the NCAA satisfactory progress rules during their final year of athletic eligibility. If a student-athlete does not meet NCAA continuing eligibility standards for the fall semester of their fifth year, the student's fifth-year aid for the spring semester will be cancelled.
6. Student-athletes must have received athletics aid from IUPUI during their last two seasons of athletic eligibility.
7. Student-athletes must submit an approved degree audit from the appropriate A-Team official from within their school or college.
8. Student-athletes will be required to work for the Department of Intercollegiate Athletics during the period of the award. The student-athlete's work assignment will be at the discretion of the Director of Athletics.
9. Failure to fulfill any work assignments will result in the termination of all fifth-year aid.

The awarding of fifth-year aid is at the discretion of the Director of Athletics. The amount of the student-athlete's fifth-year award will be based on the amount of funding that is available. Some student-athletes who meet the criteria may not receive fifth-year aid due to lack of sufficient funds.

The continuance of aid will be determined on a semester-by-semester basis and will not be continued after a student has received 10 semesters of financial assistance during their college career.

### Athletics financial aid for summer school

Student-athletes must have received athletics financial aid during the prior academic year to qualify for summer school athletics financial aid. Summer school aid may only be awarded in proportion to the aid that was awarded during the academic year. For example, a student-athlete who received an athletic award of 50% cannot receive more than 50% of summer school aid.

Summer athletic financial assistance may not be provided if the student-athlete failed to enroll in a minimum of 12 hours at any point in the preceding year or failed to carry the minimum class load for the entire semester.

In order for a student-athlete to receive athletics financial aid for summer school, the coach must complete an IUPUI Grant-in-Aid Request for and submit it to the Director of Athletics for approval.

## **IUPUI Grant in Aid Request**

[The Grant In Aid Request Form](#) is submitted by a coach when they would like a grant in aid form and/or National Letter of Intent (NLI) to be sent to a prospective student-athlete.

### Coaches' Responsibilities:

- Complete and submit the grant in aid request form to their sport supervisor for budget approval. Form should then be forwarded onto compliance.
- Attach a copy of the prospective student-athletes' transcript to the request form.

### Compliance Office Responsibilities:

- Prepare and send a grant in aid form and NLI to prospective student-athlete.
- Inform coaches, administrators, and The Summit League once a valid NLI has been received.

## **IUPUI Grant in Aid Change Request**

[The Grant In Aid Change Form](#) is submitted when a coach wants to make a change (cancel or reduce) to a student-athlete's grant in aid that has already been processed.

### Coaches' Responsibilities:

- Complete the GIA change request, including supporting documentation, and submit the form to the compliance office.

### Compliance Office Responsibilities:

- Forward completed form to sport supervisor and scholarship office. Scholarship office will notify student-athlete of appeal process if needed.

## **IUPUI Outside Scholarship Form**

Any student-athlete who receives a scholarship from a source other than IUPUI must complete the [Outside Scholarship Form](#). This form is used to ensure compliance with all financial aid legislation.

### **Student-Athlete Responsibilities:**

- Identify any non-IUPUI scholarships received and keep copies of award letters
- Accurately complete outside scholarship form and attach award letters.
- Forward any checks received to the IUPUI Scholarship Office.
- Forward outside scholarship from to the compliance office.

### **Compliance Office Responsibilities:**

- Review all outside scholarships received to determine if aid is countable.
- Communicate with Scholarship Office regarding aid.
- Maintain copies of form and award letters.

## **Voluntary Withdrawal Form**

The [Voluntary Withdrawal Form](#) is to be signed when a student-athlete, who has been receiving athletically related financial aid, decides to leave the team.

### Coaches' Responsibilities:

- Obtain student-athlete's (and parent if SA is under 18 years of age) signature.
- Submit form to the Compliance office.

### Compliance Office Responsibilities:

- Obtain sport supervisor's signature and forward form to the scholarship office.
- Maintain record.

## **IUPUI Drug and Alcohol Testing Program**

The [Drug Testing Policy](#) covers the institutional testing policy that all student-athletes are subject to.

### Compliance Office Responsibilities:

- Include information on the IUPUI Drug and Alcohol Testing Policy with the Grant in Aid and National Letter of Intent.
- Review the policy with each team at their fall compliance meeting.

## **NCAA Squad List**

The NCAA Squad List indicates the eligibility status and financial aid information for all student-athletes. The form is used to assist compliance and the scholarship office with the NCAA financial aid rules and regulations.

### Scholarship Office Responsibilities:

- Load and maintain information in CAi
- Review squad lists

### Compliance Office Responsibilities:

- Complete a Squad List for each sport by the first date of outside competition
- Obtain signatures from Director of Athletics and Head Coach.
- Submit for to The Summit League office prior to the first date of outside competition.
- Work with the Scholarship Office to ensure accuracy of squad list.
- Update form as needed.
- Maintain team files with copy of squad list.

## **Noncounter Certification-Bylaw 15.5.1**

The Noncounter Certification states that the student-athlete's financial aid was not based on his/her athletic ability. This certification is used for a Division I student-athlete who was not recruited and receives aid that is not based on athletic ability. It is required for exemption of institutional aid for all sports.

Compliance Office Responsibilities:

- Complete a certification for every noncounter in all sports.
- Submit certification for Scholarship Office's and Faculty Athletic Representative's signatures.

## **Noncounter Certification-Bylaw 15.5.1.1.**

The noncounter certification states that the student-athlete's financial aid was not based on his/her athletic ability. This certification is used for a recruited student-athlete in Division I sports other than basketball who receives aid that is not based on athletic ability. It is required for exception of institutional aid for all sports except basketball.

Compliance Office Responsibilities:

- Complete a certification for every noncounter in all sports except basketball
- Submit certification for Scholarship Office's and Faculty Athletic Representative's signatures.

## **Student-Athlete Employment Statement**

Student-athletes are permitted to receive legitimate earnings from either on or off-campus employment during the academic year and/or vacation period as long as the following conditions are met:

- The student-athlete is not employed on the basis of her or her athletics ability
- The student-athlete is compensated for work actually performed
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

The [Student-Athlete Employment Statement](#) must be completed before the student-athlete begins working.

### Student-Athlete's Responsibilities:

- Obtain a student-athlete employment statement from the compliance office **PRIOR** to the start of employment.
- Complete form and gain employer's signature.
- Submit to the compliance office **PRIOR** to the start of employment.

### Compliance Office Responsibilities:

- Maintain copies of forms in student-athlete's file.

## Fee-For-Lesson Employment

A student-athlete may receive compensation for teaching or coaching sports skills in his or her sport on a [Fee-for-Lesson](#) basis provided:

- Institutional facilities are not used.
- Playing lessons are not provided.
- The institution obtains and keeps on file documentation of the recipient of the lessons and the fee for the lessons provided at any time during the year.
- The compensation is paid by the recipient or the recipient's family and not another individual or entity.
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- The student-athlete does not use his or her name, picture, or likeness to promote or advertise the availability of fee-for-lesson sessions.

Any student-athlete interesting in providing fee-for-lesson instruction at any time during the year must contact the Compliance Office prior to beginning any activities.

### Student-Athlete's Responsibilities:

- Meet with the Assistant AD for Compliance prior to beginning any activity.
- Maintain all required documentation and submit it as instructed.

### Compliance Office Responsibilities:

- Meet with student-athlete to ensure all NCAA regulations are being followed.
- Maintain copies of forms in student-athlete's file.