



POLICIES AND PROCEDURES FOR REQUESTING NATIONAL LETTER OF INTENT & ATHLETICS AID AWARDS

COACHING STAFF

A coach should complete a SPC Athletic Scholarship Request / NLI Form and turn it in to the Office of Compliance at least one week prior to when the coach wants the NLI sent out. Any information left blank on the form will lead to delays in processing the form. Coaches should be aware of the permissible NLI signing periods when requesting a NLI. The NLI will be sent to a prospective student-athlete with a copy of each of the following: our institution's NCAA Graduation Rate Report, list of Banned Drugs, APR, and Initial Eligibility Requirements.

Prior to a prospect signing a NLI, the recruiting coach is obligated to review with the prospect and/or his parents the NLI and its provisions (e.g., basic penalty, signing NLI within 14 days of issuance and returning NLI).

Requests for awarding initial athletics aid to a prospect must be submitted to the Office of Compliance on the SPC Athletic Scholarship Request / NLI Form.

Institutional staff members (including coaches) are not permitted to deliver a NLI to a prospect off-campus. Note: a coach may review the NLI with the prospect off-campus (e.g., during a home visit), however, a properly issued NLI can only be delivered by express mail, courier service, regular mail or facsimile.

The Department of Athletics Secretary will be responsible for mailing the NLI and/or financial aid agreements that are prepared by the Office of Compliance to the prospective student-athlete and for making arrangements for receiving signed NLI's and/or financial aid agreements from the prospective student-athletes. **Note: media releases/announcements may not be made prior to a signed NLI/financial aid agreement being on file in the Office of Compliance or prior to the Office of Compliance confirming signed acceptance of a NLI or financial aid agreement.**

OFFICE OF COMPLIANCE

The completed SPC Athletic Scholarship Request / NLI Form, must be submitted to the Office of Compliance. Completed forms will be reviewed by the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator to ensure the request is within institutional team scholarship limit and NCAA team limit. The financial aid budget for each team is determined by the Director of Athletics.

Once aid request is approved by the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator, the Department of Athletics Secretary will prepare NLI's and/or the financial aid agreements with the Office of Financial Aid. The Department of Athletics Secretary will also arrange for the Director of Financial Aid to sign the financial aid agreement.



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The Department of Athletics Secretary will review all returned NLIs to ensure that the NLI is valid (i.e., signed and returned per the NLI deadlines). A copy of the NLI and financial aid agreement will be kept on file in the prospect's permanent file. An original copy of the NLI and financial aid agreement will be sent to the Conference Office.

The Office of Compliance also will distribute periodic reports of NLI and/or financial aid agreement signees to the Office of Admissions, financial aid, sports information, and Athletic Director offices that include sport, name and identification number.

The Office of Compliance also distributes periodic reports of NLI and/or financial aid agreement signees to the sport administrators and the Office of Financial Aid that includes sport, name, identification number and financial aid award amounts.

PROSPECTIVE STUDENT-ATHLETE

If a prospect receives a NLI and financial aid agreement packet, the prospect should sign a copy of the NLI and a copy of the financial aid agreement within the specified deadline and return them (i.e., original copies) in the self-addressed envelope.

If a prospect (e.g., a four-year college transfer) only receives a financial aid agreement packet, the prospect should sign a copy of the financial aid agreement and return it in the self-addressed envelope and keep the second copy of the financial aid agreement for his/her records.