

FINANCIAL AID
&
ATHLETIC
SCHOLARSHIPS

ATHLETICS SCHOLARSHIPS

As an NCAA Division I institution, Saint Peter's College is able to offer athletic scholarships to student-athletes in all sports with the exception of the football program which is classified as NCAA D-IAA. MAAC rules prohibit athletic scholarships in the sport of football.

The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator is responsible for approving initial and continuing scholarships of student-athletes, and that all awarding of athletic scholarships is within NCAA, MAAC, and Saint Peter's College rules and regulations.

SAINT PETER'S COLLEGE / NCAA ATHLETICS SCHOLARSHIP POLICY

1. A student-athlete who fails to meet academic eligibility and NCAA progress toward degree requirements relative to the first competition of the championship segment of the student-athlete's playing season, or the first day of classes, whichever comes first, may lose his/her athletic grant.
2. If a student-athlete is injured during practice, competition, or college sponsored travel to or from competition under intercollegiate athletic auspices, that student's-athletic grant will be continued until the athlete receives his/her baccalaureate degree or through the 5th year of enrollment, whichever comes first. During this time the student-athlete must act as if they were healthy to participate, and maintain academic eligibility and NCAA progress toward degree requirements. If they do not do so, their athletic grant can be revoked.
3. An athletic grant may be **REVOKED** if the student-athlete:
 - Fails to meet academic eligibility and NCAA progress toward degree requirements.
 - Voluntarily quits the team.
 - Loses amateur status in the student-athlete's sport.
 - Fraudulently misrepresents any information on an application, letter of intent or tender.
 - Engages in serious misconduct warranting substantial disciplinary penalty with the team or with Saint Peter's College.
 - Misses numerous unexcused practices and competition.
4. If a student-athlete's grant is withdrawn for any reason, the student-athlete has a right to an appeal. Information regarding this procedure is available from the Financial Aid office.
5. Graduate School: The decision to further athletic scholarship awards for athletes who have attained his/her baccalaureate degree and still have remaining eligibility shall be at the discretion of the coach.

Some Basic Terms of Awarding Aid per NCAA Regulations (Bylaw 15.3):

- Award must conform to institutional and conference regulations.
- Aid may not be awarded in excess of one academic year.
- Aid awarded to prospective student-athletes may not be conditioned on recipient reporting in satisfactory physical condition.
- Aid must be awarded for a one-year period, and must be awarded in equal amounts for each term of the academic year.
 - o Three exceptions:
 - Midyear Enrollment.
 - Final Semester/Quarter.
 - One-Time Exception.

Procedures for awarding athletic scholarships to a Prospective Student-Athlete:

INITIAL SCHOLARSHIPS

Step 1:

- Coaches who wish to offer a scholarship to a prospective student-athlete should complete the “Request for National Letter of Intent and or Athletic Scholarship Form” and submit it to the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator for approval.
- The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator is in charge of making sure the scholarship offer to a prospective student-athlete is within the team’s athletic scholarship budget, as well as within the NCAA countable aid limits. The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator must confer with both the Admission Office and Financial Aid Office on institutional and outside scholarships that are being awarded to prospective student-athletes.
- If a scholarship offer would exceed the budget, written permission is required from the Director of Athletics to approve such a request.

Step 2:

- Once an initial scholarship to a prospective student-athlete has been approved, the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will distribute the request to Department of Athletics Secretary who will prepare a scholarship request memo to send to the Financial Aid Office of Saint Peter’s College.

Step 3:

- The Saint Peter’s College Financial Aid Office will prepare the Initial Scholarship letter to the prospective student-athlete stating the amount of the offer, the period of the award, the terms and conditions of the

award, along with a Saint Peter's College Athletics Scholarship Contract.

- The prospective student-athlete must sign the Saint Peter's College Athletics Scholarship Contract and return it to the Financial Aid Office before that award can take effect.
- If the coach has requested a National Letter of Intent (NLI) to accompany this offer of athletic aid, that document will be prepared in triplicate, signed by the Director of Athletics and mailed upon request within the designated NLI signing periods. The prospect has 14 days from the date it is signed by the Director of Athletics to sign the NLI and return it to Saint Peter's College. If the NLI is not signed within 14 days then it becomes null and void (No exceptions).
- The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will track the NLI offers. The Department of Athletics Secretary will review the returned NLIs for completion and accuracy upon receipt. Once verified, a copy of the signed NLI will be sent to the MAAC Office within 21 days. An NLI not signed within the 14 day period can be reissued as long as the signing period is still open.
- The copies of the signed NLIs shall be filed within the Department of Athletics and the Financial Aid Office. A copy will be placed in the student-athlete's file and in the Department of Athletics Secretary's NLI notebook for that year.

PROCEDURES FOR RENEWAL OR NONRENEWAL OF A CONTINUING STUDENT-ATHLETE'S ATHLETICS SCHOLARSHIP

Step 1:

- Each head coach must attend the educational compliance meeting in February (or watch the video of the presentation) prior to March 10th.
- Each head coach must submit a roster of returning student-athletes, as well as a list of prospective student-athletes by March 10th to the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator.
- **Each head coach is responsible for having their returning student-athletes file a FAFSA by March 15th of each year. If the student-athlete has not filed their FAFSA by March 15th their scholarship will not be renewed.**

Step 2:

- The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will submit the roster of returning student-athletes and prospective student-athletes to the Financial Aid

Athletics Liaison and to the Admission Athletics Liaison by March 22.

- The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will meet with the Financial Aid Athletics Liaison the first week in April to discuss the financial aid packages of all returning student-athletes. This will give a clear and concise picture of how much countable athletic aid is remaining in the budget.
- The Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will meet with the Admission Athletics Liaison to evaluate how much money will be projected for each individual student-athlete per team. This will give an approximate value of what a student-athlete is permitted to be offered in athletic aid within the countable aid limits. (**Please note that the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator has weekly communication with both the Financial Aid Athletics Liaison and the Admissions Athletics Liaison throughout the academic year regarding the awarding of athletic scholarships.*)
- **Each head coach must schedule a meeting with the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator during the month of April to go over the renewal and nonrenewal of continuing student-athletes' athletic scholarships.** At this meeting, the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will provide the projected budget for the ensuing academic year. The coaches will indicate at this meeting who they would like to renew for the upcoming year. If a coach wishes to reduce or completely revoke a student-athlete's scholarship, then written justification is required.
- At the conclusion of the April meeting with the coaches, the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator will approve the final list of renewals and nonrenewals and post a spreadsheet on a shared computer drive with Financial Aid. He or she will also email the lists to Financial Aid. Any nonrenewal must have a written explanation accompanied with it.
- The Financial Aid Office will then mail out renewal and nonrenewal letters to all student-athletes by the end of the month of May (but no later than July 1 of that year). Any nonrenewal letter must be accompanied by a letter explaining to the student-athlete that they have the right to an appeal, and an explanation of that appeal process.

APPEAL PROCESS

An Athletic Scholarship Appeals Committee on this campus is in place should any student-athlete appeal a reduction or revocation of their scholarship. Any student-athlete who appeals the decision explains his or her case to an Appeals Committee, which is chaired by the Director of Financial Aid, and is independent of the Department of Athletics. The committee is comprised of the Director of Financial Aid, a Faculty Representative, Dean of Students, Director of Multicultural Affairs, and the Academic/Athletic Coordinator. This committee has set forth standards and guidelines in regards to appeals and will be the final authority as to the status of the scholarship. They can decide to uphold the Department of Athletics Recommendation to revoke or reduce an award or can reinstate it at any amount they deem necessary.

It is the general policy of this department that scholarships will be renewed for all student-athletes who have met the criteria set forth by a coach at the beginning of the academic year. Attendance requirements, competition requirements, academic requirements, etc., should be dictated to the student-athlete at the beginning of the year. Coaches must have ample documentation to justify any reductions or revocations with attendance rosters, academic documentation, etc. Scholarships may not be increased or decreased from the first academic day of the year except as NCAA Bylaws permit. See NCAA Bylaw 15 for details.

SUMMER SCHOOL

Summer School Awards may be granted on a case-by-case situation as approved by the Director of Athletics to be recommended to the Director of Financial Aid. The award will require a separate contract and letter to the individual student-athlete. Coaches should submit the name(s) of student-athletes to the Academic / Athletic Coordinator who must enroll in summer school classes for the following reasons:

- a. To graduate at the end of that summer session(s).
- b. To complete the required 24 credits required yearly for eligibility purposes.
- c. For any other eligibility reasons.
- d. The course(s) are only taught in these summer sessions.

Coaches should keep in mind that our budget has to be a primary concern and approval of these summer classes will be minimal. Student-athletes will be awarded this summer scholarship money on priority basis. Any full-grant-in-aid student-athlete who withdraws from summer school classes will be required to reimburse the institution for all aid received in regard to the course(s). The Athletic / Academic Coordinator is responsible for administering the NCAA

Student-Athlete Opportunity Fund (SAOF), disbursed by the MAAC office, to pay for summer school for priority student-athletes.

SPECIAL ASSISTANCE FUND – (“MAAC NEEDY”)

The NCAA has provided funds to assist student-athletes with special financial needs. All questions regarding this fund should be directed to the Assistant Director of Athletics / Compliance Officer in the Department of Athletics. **In order to be eligible for this program, the student-athlete must:**

- Either be a PELL grant recipient or have unmet financial needs beyond the value of a full grant-in-aid, as demonstrated by a needs analysis. In order to determine a student-athlete’s financial need, financial aid forms (i.e. FAFSA) must be filed annually in the financial aid department.
- For a foreign student-athlete, an official foreign student-athlete advisory entity of the institution outside the Department of Athletics must certify in writing that the student-athlete has financial need. (An additional form must be obtained from compliance office.)
- **Be an active member of the athletic team (Must attend all practices & competitions – during both the playing and practice seasons)**
- Be academically eligible through NCAA progress toward degree requirements.
- Transfer student-athletes who have to serve a year of residency will be allowed to apply for the fund, as long as he or she is academically eligible.
- **Non-Qualifiers are NOT eligible for the fund for their first year of residency at the College.**
- The Department of Athletics has the right to deny a student-athlete this fund if he or she obtains a transfer release request to attend another institution.

Permissible Uses:

- Medical expenses (except those covered by insurance, either institutional or personal).
- Hearing aids.
- Vision therapy (i.e. contact lenses, glasses).
- Off-campus psychological counseling.
- Travel expenses for parents or student-athletes related to family emergencies.
- Purchase of expendable academic course supplies (i.e. notebooks, pens) and rental of non-expendable supplies (i.e. computer equipment, cameras) that are required for students enrolled in the course.
- Articles of clothing, shoes, toiletries, up to \$500 (within a reasonable amount).

Non-permissible Uses:

- Luxury items (i.e. electronic devices, cell phones, DVD's, CD's, leather coats and/or shoes).
- Phone bills.
- Groceries – Food.
- Entertainment expenses – Movies, PATH rides, Theatre shows, etc.

Procedure:

- First, a student-athlete must see the Assistant AD / Compliance Officer / Senior Woman Administrator to see if a student-athlete are approved for the fund. A set amount will be determined each semester for distribution to student-athletes for necessity items such as articles of clothing, shoes, and toiletries. This amount is based off of the budget allocated by the conference office. Student-athletes are required to return **ALL** receipts for a student-athlete purchases / services **ASAP**. If a student-athlete fails to return his or her receipts the semester he or she received the fund, then they will **NOT** be eligible to apply for the funds again. A student-athlete must also be prepared to explain a student-athlete purchases if required to do so.
- If the case of medical expenses, vision therapy expenses (i.e. Glasses, Contacts), travel expenses and course supplies, a student-athlete must bring the receipt (or proof of necessity) in to the Assistant Director of Athletics / Compliance Officer / Senior Woman Administrator prior to receiving a check for these costs. These expenses can be covered in addition to the money available for articles of clothing, shoes, and toiletries.