

## **Student Assistance Fund Guidelines and Instructions**

### **Guidelines**

The Student Assistance Fund (SAF) is distributed to conference offices in late August and is segregated into two funds; the Special Assistance Fund and the Student-Athlete Opportunity Fund. The only distinction between these funds is the calculation methodology used for their distribution. As a guiding principle, the SAF shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or to recognize academic achievement as determined by conference offices. Accordingly, direct receipt of SAF funds shall not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. The fund should not be used to replace existing budget items.

### **SPECIAL ASSISTANCE FUND**

The Special Assistance Fund has three components to the calculation, as follows with the percentage of the fund allocated to each component noted in parentheses:

1. Current year number of Pell grants by institution (70%)
2. Prior year number of grants-in-aid equivalencies by institution (15%)
3. Prior year number of sports sponsored by institution (15%)

As an example, the August 2016 Special Assistance Fund distribution will be based on 2015-16 Pell Grant information and 2014-15 grants-in-aid and sports sponsorship information.

### **STUDENT-ATHLETE OPPORTUNITY FUND**

The Student-Athlete Opportunity Fund also includes Division I Committee on Infractions (COI) imposed fines collected in the previous fiscal year. The COI fine amount will vary from year to year. The fund amount is calculated using the proportion of 'broad-based' distributions. Two thirds of the fund is allocated based on the current year submission for grants-in-aid while the remaining one third is allocated based on the current year submission for sports sponsorship.

All Division I student-athletes are eligible to receive Student Assistance Fund benefits directly or indirectly, including international student-athletes, regardless of whether they are grant-in-aid recipients, have demonstrated need, have either exhausted eligibility or no longer participate due to medical reasons. However, pursuant to NCAA Bylaw 15.2.8.1.2, 15.2.8.1.3, 15.2.8.1.4, prospective student-athletes are not allowed to receive summer financial aid prior to full-time enrollment. Additionally, no prospective student-athlete shall be eligible to receive SAF funds.

Pursuant to NCAA Bylaw 15.01.6.1, member institutions and conferences shall **not** use funds received from the fund for the following:

1. Salaries and Benefits.
2. Grants-in-aid (other than summer school) for student-athletes with remaining eligibility.
3. Capital improvements.
4. Stipends.
5. Athletic development opportunities.
  - a. Fees and other expenses associated with a student-athlete's participation in a sports camp or clinic;
  - b. Fees and other expenses associated with private sports-related instruction provided to a student athlete;
  - c. Fees for other athletic development experiences (e.g., greens fees, batting cage rental); and
  - d. Expenses associated with a student-athlete's participation in a foreign tour.

The responsibility for oversight and administration of the fund, including interpretations, rests solely with the conferences. The Division I Council establishes the guiding principles of the fund.

A new Division I member institution for 2015-16 will submit Pell grant information for the 2015-16 distribution. They will not have 2014-15 grants-in-aid and sports sponsorship data to submit since they were not an active Division I institution during that year.

A conference may accumulate no more than the total allocation received over the previous two years. Subsequent allocations will be forfeited if that amount is exceeded. Independent institution's funds have been assigned to a conference office for administration based on the same assignment made for administration of the National Letter of Intent in coordination with the conference confirmations received by the NCAA national office regarding conference alignment for the upcoming academic year.

Conferences will be required to report annually, to the NCAA national office, the use of funds in each category, including the number of fund recipients by sport and gender, as well as, the amount and purpose. A student-athlete should only be recorded once in the count of overall reported uses. Included in the report of uses, conferences will report the institution Pell grant information to be used in the calculation of the Special Assistance Fund distribution.

Student Assistance Fund will reference the upcoming conference alignment to calculate the funds. All conferences are required to provide accurate conference alignment to the NCAA national office via reviewing/updating the Membership Database or by completing the Sports Sponsorship and Demographic form due to NCAA Research staff by August 1, 2016.

### **Instructions:**

Conference offices will continue to serve as fund administrators for their member institutions. The responsibility for oversight and administration of the fund, including interpretations, rests solely with the conferences. A conference may accumulate no more than the total allocation received over the previous two years. Subsequent allocations will be forfeited if that amount is exceeded. Independent institution's funds have been assigned to a conference office for administration based on the same assignment made for administration of the National Letter of Intent in coordination with the conference confirmations received by the NCAA national office regarding conference alignment for the upcoming academic year.

Conferences will be required to report annually, to the NCAA national office, the use of funds in each category, including the number of fund recipients by sport and gender, as well as, the amount and purpose. A student-athlete should only be recorded once in the count of overall reported uses. Included in the report of uses, conferences will report their member institution's Pell grant information to be used in the calculation of the SAF distribution

The detailed reporting form to document uses of the 2015-16 funds is available for institutions to complete. The form is located <http://www.ncaa.org/about/resources/finances>, and then click the revenue distribution login for the forms. Upon completion, the form is reviewed and submitted by the conference office. Conferences will be able to view their institution's detail and aggregate conference information. Please indicate via the on-line form the actual expenditures approved by your conference or institution by sport and usage category. A full list of the category descriptions can be found by clicking on any of the letters in the column headings.

**Please note that the Pell grant information to be included in the reporting forms refers to ALL student-athletes at your institution, not only those student-athletes affected by the Student Assistance Fund.** If the form is being completed by the conference office, click on a sport and then complete Pell information for each institution listed. The Pell grant tab will be available at the institution level of reporting.

Once you have completed the report of uses form, save your information by clicking the save icon at the bottom of the form. Institutions completing the form will click the submit icon at the bottom of the form to submit the data to the conference office. Conferences will submit to the NCAA upon completion and review of information. **The form should be submitted no later than July 8, 2016.** We anticipate funds being sent August 24, 2016.

For questions please contact Andrea Worlock, [aworlock@ncaa.org](mailto:aworlock@ncaa.org) or 317/917-6253.

REPORT OF USES CATEGORIES FOR ACADEMIC ENHANCEMENT, STUDENT ASSISTANCE FUND AND STUDENT SUPPORT FUND.

**EDUCATIONAL EXPENSES AND FEES**

- ☐ Summer School
- ☐ Fifth or Sixth Year Aid
- ☐ Tutoring
- ☐ International Student Fees and Taxes
- ☐ Professional Program Testing
- ☐ Supplies (Expendable or Educational)
- ☐ Champs/Life Skills/SAAC
- ☐ Other Educational Expenses

**HEALTH AND SAFETY EXPENSES**

- ☐ Insurance Premiums for Student-Athletes
- ☐ Medical, Dental or Vision Expenses for Student-Athletes (not covered by another insurance program for student-athletes)
- ☐ Other Health and Safety Expenses

**PERSONAL OR FAMILY EXPENSES**

- ☐ Clothing
- ☐ Travel
- ☐ Other Personal or Family Expenses

**INSTITUTIONAL ACADEMIC OR PROGRAMMING ENHANCEMENTS**

- ☐ Academic Achievement or Graduation Award
- ☐ Academic Support Services
- ☐ Other Academic or Programming Expenses

**FINANCIAL AID TYPES-TOTAL STUDENT-ATHLETES**

- ☐ Student-Athlete on Full Grant-in-Aid
- ☐ Student-Athlete on Partial Grant-in-Aid
- ☐ Student-Athlete receiving no Grant-in-Aid
- ☐ Student-Athlete receiving Student Assistance Funds with Exhausted Eligibility or Inactive Due to Medical Reason
- ☐ Pell Grant Student Athletes
- ☐ Non Pell Grant Student Athletes

**ACADEMIC ENHANCEMENT FUND REPORT OF USES ADDITIONAL CATEGORIES:**

- ☐ Capital Improvements/Equipment
- ☐ Academic Personnel Compensation

**STUDENT SUPPORT FUND REPORT OF USES ADDITIONAL CATEGORIES:**

- ☐ Cost of Attendance