Initial Athletics Grant-in-Aid Offers
To Prospective Student-Athletes

POLICIES

- Athletics grants-in-aid can be offered at the coach’s discretion. If a coach chooses to issue yearly contracts, the contract may state that it is Boston College’s normal practice (philosophy) to renew grants-in-aid each year at the request or recommendation from the athletic department as long as the student-athlete meets all conditions of the award letter and other institutional rules and guidelines.
- Athletics grants-in-aid can only be offered to prospective student-athletes who are officially registered with the NCAA Eligibility Center.
- If a prospective student-athlete is signing a National Letter of Intent, an athletics grant-in-aid must accompany the National Letter of Intent.
- Athletics grants-in-aid cannot be sent to a prospective student-athlete until the Admissions Office has deemed the prospective student-athlete as admissible.

PROCEDURES

1. Coaches must submit a completed and accurate Request for Initial Athletics Grant-In-Aid Form (Attachment F-1) along with a Roster Flag/De-Flag Form (Attachment R-7) three (3) weeks prior to a signing date.
2. Both the Business and Compliance Offices will work together to review and approve the request according to budget and NCAA limitations.
3. The Compliance Office will notify Admissions of the request.
4. All high school and college transcripts must be submitted to the Compliance Office for a NCAA Eligibility Center projection to be determined. NO athletics grant-in-aid offers will be made without this projection.
5. The Compliance Office will produce a packet which will include two (2) copies of the Athletics Grant-in-Aid Letter (Attachment F-2), including the Terms and Conditions of this Athletics Grant-in-Aid (Attachment F-3), and the National Letter of Intent.
6. The Compliance Office will have the athletics grant-in-aid and National Letter of Intent signed by the sport supervisor and the Financial Aid liaison.
7. The Compliance Office will have the head coach check the packet for accuracy. Then the head coach will sign the grant-in-aid.
8. The Compliance Office will then review the entire packet. Then the Compliance Office will send the packet out to the prospective student-athlete via express mail, regular mail, and/or email. If sent by express mail, it is not permissible to include any additional materials in the package.
Renewing/Nonrenewing Athletics Grants-in-Aid
For Continuing Student-Athletes

RENEWAL PROCEDURES

1. The grant-in-aid renewal list will be sent to all coaches in March by the Compliance Office. The list
will be the complete roster of student-athletes. The list will include the student’s Eagle number, year
in school, and the athletic aid amount he/she is receiving in the current academic year. For multi-
year grant recipients, any future years’ aid will also be included.
2. Coaches need to fill in the renewal amount and source for the next academic year in the far column on
the grant-in-aid renewal list for each student-athlete. All grant-in-aid renewal lists are due to the
Compliance Office by April 1. If the coach would like to award a multi-year contract, information
for all years must be completed.
   a. Graduating seniors or student-athletes not returning need to be crossed off the list. (Roster
Flag/De-Flag Form must be submitted through JumpForward for a student-athlete who has
quit or left the team.)
3. Any changes made to scholarships, such as increases, must be approved by the Office and the
team’s program administrator. Forms without required signatures will not be processed. The
renewal of an athletics grant-in-aid award must be made before July 1 prior to the academic year it
is to be effective.
   a. Changes made after July 1st must have also have approval from the Director of Athletics
4. Coaches should make and keep a copy of the completed Grant-in-Aid Renewal List for their
records.
5. Athletics Grant-in-Aid Renewal Sample Letter (Attachment F-2, including the Terms and
Conditions of this Athletics Grant-in-Aid (Attachment F-3), will be generated by the
Compliance Office in April. Two letters will be generated for each student-athlete. The
Compliance Office will have all letters signed by the sport supervisor and Financial Aid liaison.
6. All renewal letters will be given to a coach in May. It is the coach’s responsibility to review the
letters for accuracy, sign both copies of the letters, and have the letters signed by the student-
athletes prior to their departure from campus for the summer.
7. The student-athlete keeps one copy of the letter for his/her files. The remaining copy signed by the
student-athlete must be returned to the Compliance Office and filed in the student-athlete’s folder.
Letters must be returned to the Compliance Office together, not one by one.

NONRENEWAL/REDUCTION PROCEDURES

1. On the grant-in-aid renewal list that is sent to all coaches in March by the Compliance Office, if a
coach would like to cancel a grant-in-aid, the coach must indicate “Nonrenewal” or the amount the
scholarship is to be reduced to.
2. Athletics grants-in-aid cannot be cancelled or reduced on the basis of a student-athlete’s ability,
performance, or contribution to a team’s success.
   a. All cancellations and reductions must be approved by the Director of Athletics.
3. Student-athletes that have exhausted their eligibility or are graduating do not need to be listed as
“Non-Renewal.”
4. Athletics Grant-in-Aid Non-Renewal Sample Letter (Attachment F-4) will be generated by
Student Services.
5. All letters will be mailed out prior to July 1 of the upcoming academic year.
Voluntary Withdrawal of Athletically Related Grant-in-Aid for Continuing Student-Athletes

POLICIES

• NCAA rules allow athletic aid to be immediately cancelled if a student-athlete voluntarily leaves a team.
  o It is not mandatory that the aid be cancelled.
• Should a coach want to immediately cancel a student-athlete’s athletic grant-in-aid, he/she must first consult with a program administrator and Director of Athletics, then notify the Compliance Office of the request.
• The coach is responsible for notifying the student-athlete if a scholarship is being cancelled and/or prorated.

PROCEDURES

1. A student-athlete that voluntarily withdraws his/her athletics grant-in-aid needs to complete an Athletics Grant-in-Aid Release Form (Voluntary Withdrawal from Team) (Attachment F-5) with a member of the Compliance Office. This will safeguard the coach and the program in the case of a possible appeal.
2. By signing this form, a student-athlete acknowledges that it was his/her choice to voluntarily leave the team and acknowledges that he/she understands his or her athletic grant-in-aid may be cancelled immediately.
3. The Compliance Office will obtain the signatures of the head coach and the Athletics Director.
4. The Compliance Office will work with Financial Aid to send out the cancellation letter to the student-athlete.
5. A student-athlete has ten (10) days from date of issuance to request an appeal.
**Student Athletic Financial Aid Appeal Process**

A student-athlete who wishes to appeal any decisions concerning his or her athletically-related financial aid MUST submit a written request that includes the following:

1. Student’s name, ID number, year in school, sport;
2. Type and amount of all previous financial aid;
3. Reasons for believing that the decision was improper, including names of institutional staff members (e.g., coach, Student Services officer, etc.) with whom the student has discussed the aid; and
4. Copies of any relevant documents (e.g., letter regarding initial athletics award).

The student must submit these materials to Jenna Brown, Senior Assistant Director of Financial Aid, within ten business days of the issuance of the cancellation or reduction notification. The appeal is reviewed by the Appeals Committee and its decision is final. There is no appeal beyond the Appeals Committee. A written response to the appeal will be sent to the student within ten business days after the appeal has been heard.

**COMMITTEE:**

The Appeals Committee consists of three administrators who are chosen from a pool of individuals identified by the Senior Assistant Director of Financial Aid. The chairperson for each hearing is designated by the Senior Assistant Director of Financial Aid. None of the committee members report to the Athletics Department.

**PROCEDURES:**

1. The student submits the appeal in writing to the Senior Assistant Director of Financial Aid within ten business days of the issuance of the cancellation or reduction notification.
2. The appeal must include the four items listed above.
3. A hearing is then scheduled within ten business days of receipt of the appeal. The actual date of the hearing may be outside of the ten business day window but it will generally be scheduled within ten business days of receipt of the appeal.
4. The student and appropriate member(s) of the Athletic Department are notified of the time and place.
5. If the student has additional documentation to submit to the Appeals Committee, it should be submitted at least two business days prior to the hearing.
6. If the Athletics representatives have written information to present, it must be submitted to the Appeals Committee at least two business days prior to the hearing.
7. Each side presents its arguments to the committee. Both parties are entitled to bring witnesses to the hearing. These witnesses should be able to speak to the facts that they witnessed.
8. Consistent with the University’s Student Conduct process, attorneys may be present and serve as an advisor only in instances in which the termination of the athletic aid is related to a criminal matter where the student has been arrested or has a complaint filed against him or her and the matter has not yet been concluded in court. Students may bring an advisor, but the role of advisors, including attorneys, is limited. He or she is not entitled to address the Appeals Committee or act in any advocacy capacity at the hearing. The student and advisor can confer at any point during the hearing, but the advisor may not formulate specific questions, responses, or statements for the student. Violations of the guidelines would result in a warning being issued to the advisor by the Appeals Committee. Repeated violations may result in the advisor being asked to leave the hearing room. The Appeal Committee reserves the rights to have an attorney serve as its advisor in appeals in which the student brings an attorney-advisor.
9. Both sides will provide a list of all individuals attending the hearing to the Appeal Committee at least two business days prior to the hearing. Individuals not disclosed to the Appeal Committee will not be permitted to attend the hearing.
10. If either party has substantive evidence as to why a specific person should not be part of the committee hearing the case, either of these parties will be given an opportunity to present this information to the chair of the committee at the start of the hearing. If the chair deems that there is
substantive evidence, the committee member in question will be excused and another member will be substituted. The decision of the chair is final.

ACTION:

If the Appeals Committee determines that the decision was not a violation of any NCAA rules/regulations or institutional policy and no extenuating circumstances are present, the appeal is denied. If the Appeals Committee determines that the decision was in violation of any NCAA rules/regulations or institutional policy, the appeal is approved. The original athletically-related financial aid award is made available to the student-athlete as soon as possible. In some cases, a work commitment to Athletics may be required to fulfill the terms of the scholarship contract. In any case, the chair of the Appeals Committee notifies the student and other appropriate parties in writing within ten business days after the hearing.
Early Financial Aid Read Process

PROCEDURES

1. The Early Financial Aid Read process is used for the recruitment of high school seniors. Prospective freshmen receive their financial aid awards in late January (for early action admits) and late March through April (for regular decision admits), so the early read process provides an earlier estimate of what need-based aid (grants, loans and work study) the prospective student-athlete may expect from Boston College. Early read awards are estimated. The accuracy of the early read is affected by the accuracy of the information provided by the family. While the early reads are usually a good indicator of a prospective student-athlete’s financial aid, the final award may be adjusted if a prospective student-athlete’s information changes, and that needs to be relayed to a prospective student-athlete by a coach.

2. Early reads are accepted June 15, 2015 to March 12, 2016 for prospective students entering university the subsequent academic year. A student must be deemed admissible before submitting an early read; reads in January should have started an application with Admissions. After March 14, Student Services sends awards directly to students so an early read is no longer necessary.

3. Coaches must submit the Early Financial Aid Read Checklist (Attachment F-8) and the application materials listed on the checklist to the Associate Athletic Director for Compliance. Before submitting the Early Read, review the student’s checklist to make sure it has been completed. Incomplete applications can cause delays in review.

4. The Associate Athletic Director for Compliance will forward the materials to Student Services and will serve as the liaison between the coach and Student Services. The estimated timeframe once the complete application is received by Student Services is as follows:

<table>
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<tr>
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<th>Turnaround after complete read received by Financial Aid</th>
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<tbody>
<tr>
<td>June 15 – Aug 14</td>
<td>2 weeks, Limit of 20 Early Reads are accepted</td>
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<tr>
<td>Sept 11 – Jan 15</td>
<td>1 week, Limit of 20 Early Reads are accepted</td>
</tr>
<tr>
<td>Jan 16 – Mar 11</td>
<td>2 weeks, Limit of 20 Early Reads are accepted</td>
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(From August 15 – Sept. 11, reads can be submitted but due to the opening of school, they may not be ready until reads resume in mid-September.)

NOTE: The Office of Student Services remains committed to providing the best data possible to allow the athletic staff to do their jobs. However, the athletic staff must keep in mind that the Office of Student Services may not be able to provide all requested data due to confidentiality issues, lack of information and/or time constraints.

Information shared by the Office of Student Services is confidential in nature. This information is only an estimate and questions about financial aid packages should be directed to the Office of Student Services.