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 Hilary Ferrie, Financial Aid Associate, Student Services, 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 Financial Aid Associate 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.