



FINANCIAL AID

National Letter of Intent

- PSA must be registered with the Eligibility Center prior to issuance of NLI.
- All requests for the National Letter of Intent are from coaches to the Compliance Office in the Athletics Department. Coach requests NLI or AFA with request form submitted via email.
- Compliance Office prepares NLI and SEC Scholarship Application and returns to coach.
- Coach mails NLI and SEC Scholarship Application to the prospective student-athlete and instructs them to sign during appropriate signing period.
- Once returned to Compliance Office, appropriate copies of all paperwork are distributed to the Admissions Office, Registrar's Office, Financial Aid Office (originals), Head Coach, SEC Office and a file is created for the signee in the Compliance Office.
- The media relations office is provided a "highlight" sheet completed by the signee and at this time is allowed to make the release regarding signees.
- Financial Aid Office mails a scholarship award letter to student-athlete and copy is sent to the Compliance Office for student-athlete's permanent file.

Placing a Current Student-Athlete on Scholarship

- Coach submits AFA request form to Compliance Office of student-athlete they would like to award a scholarship.
- Compliance Office prepares SEC Scholarship Application and returns to coach.
- Once returned to Compliance Office appropriate copies of all paperwork are distributed to the Admissions Office, Registrar's Office, Financial Aid Office (originals), Head Coach, SEC Office and a file is created for the signee in the Compliance Office.
- Financial Aid Office mails a scholarship award letter to student-athlete and copy is sent to the Compliance Office for student-athlete's permanent file.

Renewals/Non-renewals

- Head Coaches prepare renewal/non-renewal form and submits to the Compliance Office.
- Compliance Office notes any changes and adds appropriate student-athletes to the scholarship list. Any reductions/non-renewals must have Athletic Director's approval prior to sending the list to the Financial Aid Office.
- Compliance Office calculates the individual sport's total equivalency to ensure scholarship limits are maintained.
- Renewal/non-renewal lists are turned into the Financial Aid Office.
- Financial Aid Office prepares renewal/non-renewal letters and mails them via Certified Mail.

- The non-renewal/decrease letter informs the student-athlete on the process to appeal the non-renewal or decrease.
- Copies of renewal letters are forwarded to the Compliance Office for the student-athlete's permanent file.

Entering Scholarship in University System

- The Compliance and Financial Aid Offices will determine the dollar value of each student-athlete's scholarship award.
- The University Bursar's Office enters those amounts into the university system.
- Compliance Office documents all scholarship awards on a spreadsheet each semester.
- Copies of spreadsheets are delivered to the Financial Aid Office and Bursar's Office.
- Bursar's Office and Financial Aid Office check to ensure that student-athletes have not been over awarded or under awarded.
- Any changes to scholarships during the semester are noted in the Compliance Office who notifies the Financial Aid and Bursar's Office of the changes.
- Change forms are placed in student-athlete's file in Compliance Office.
- An increase in athletics aid during the year must be documented by the head coach as a non-athletics reason for increase.

Book List

- Compliance Office compiles and sends the book list to the Bookstore/Business Office at the beginning of each term.
- Bookstore only allows for student-athletes to receive book(s) that are required for courses listed on their computer-generated schedule.
- Student-athletes are required to return books to the bookstore within one week of each semester's final exams.
- Student-athletes are charged the total cost of the book(s), if book(s) is/are not returned by the deadline.
- The bookstore will not accept student-athlete's book(s) after the deadline.

Retaining Textbooks

- Student-athlete obtains Application to Retain Textbook form from Academic Counselor at Thornton Center.
- Student-athlete completes textbook information section and takes to Academic Counselor for their signature/approval.
- Student-athlete obtains final signature/approval from Compliance Office.
- Approval process must be completed 1 week after last final exam.

Course Supplies

- Student-athletes submit the syllabus and receipt to the Compliance Office.
- Compliance Office completes Course Supply Form for student-athlete.
- Student-athlete takes form, receipt, item and syllabus to Bookstore. Bookstore reimburses student-athlete.
- Bookstore faxes the completed copy of the form to Compliance Office.
- Form is placed in student-athlete's file.
- Subsequent to the semester, the Bookstore transfer vouchers appropriate account number.

Scholarship Checks

- The University Bursar's Office enters scholarship check amounts into the university accounting system.
- Amounts are approved and sent to the Treasurer's Office to have the checks printed.
- Student-athletes must pick up their scholarship check from the Compliance Office.
- Student-athletes must show a computer generated class schedule to receive scholarship check. If the student-athlete needs less than 12 hours to graduate, documentation comes from the Thornton Center before the check is released.
- Student-athletes with holds have their scholarship check sent to the Bursar's Office to have holds cleared.
- A picture ID is required to pick up scholarship check(s).
- Student-athletes receive monthly installments.
- All holds on a student-athlete's account will be processed through the Athletic Business Office.

Student-Athlete Opportunity Fund (SAOF)

- If the student-athlete wishes to use the SAOF to assist with an emergency trip home, for medical/dental bills or other reasons, he/she makes the request to the Compliance Office.
- The student-athlete must bring an original receipt(s) as proof of expenditures prior to being reimbursed.
- Compliance Office enters the student-athlete's information on the SEC Reporting web site.
- The Financial Aid Office determines if the dollar amount requested is within the student-athlete's "personal limit" and to document the receipt of requested funds.
- Financial Aid Office enters the request on the university system and the check is printed and picked up by the student-athlete at the Bursar's Office.
- If the student-athlete is requesting reimbursement for clothing, the process is followed as above except receipts are not required.

- The University has appointed a committee to create policies for using the SAOF. The committee consists of the FAR, an academic counselor, financial aid director, representative from the business office and the assistant athletic for compliance.
- Financial Aid Office enters the request on the university system and the check is printed and picked up by the student-athlete at the Bursar's Office.

Forms

Scholarship Renewals (*UT Compliance Website, Coaches Page*)

Scholarship Non-Renewals (*UT Compliance Website, Coaches Page*)

5th Year Aid – No Eligibility Remaining (*UT Compliance Website, Coaches Page, NLI/AFA Request Form*)