

IPFW Athletics

ATHLETIC FINANCIAL AID AGREEMENT REQUEST FORM

Compliance Office

Athletic Financial Aid Agreement Procedure

1. Coach submits a request to the Compliance Office for approval. Note: PSA must be in FrontRush.
2. The Compliance Office verifies that PSA is listed on the IRL and that a core course evaluation has been completed.
3. The Compliance Office creates the financial aid agreement, NLI (if applicable) and cover letter.
4. Financial aid agreements are given to Business Manager for fiscal approval.
5. The Compliance Office sends the financial aid agreement to Financial Aid for signature and date.
6. The Compliance Office obtains the Director of Athletics' signature on NLI, if applicable.
6. Once all signatures have been obtained, the Compliance Office will email the scholarship to the requesting coach. The requesting coach then emails the documents to the PSA and copies Compliance.
7. Once the signed financial aid agreement/NLI is received, the Compliance Office verifies validity of documents.
8. If NLI, the Compliance Office scans and emails a copy of the documents to the Conference office within two (2) business days.
9. The Compliance Office notifies Media Services, MAP Center, Director of Athletics, Business Manager, Financial Aid, Athletic Trainer, Equipment and Head Coach by email that a valid NLI or Financial Aid Agreement has been signed.

National Letter of Intent Checklist

For Compliance Office Use Only

- YES N/A *The prospect has signed the NLI within 7 days of it being issued.*
- YES N/A *If the prospect is under 21 years of age, the parent or guardian has signed the NLI and the IPFW financial aid agreement.*
- The prospective student-athlete has signed both the NLI and the IPFW athletic aid agreement.*
- If signed on the first possible signing date, the prospect has signed after 7:00AM local time.*
- The NLI has been filed with the Conference Office within 14 days after the date of final signature.*
- The appropriate personnel have signed the NLI and IPFW financial aid agreement.*

COMPLETED FOR:

SPORT:

COMPLIANCE SIGNATURE:

DATE:

IPFW Athletics

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Compliance Office

PROSPECT INFORMATION

NAME:

DATE OF BIRTH:

SPORT:

ELIGIBILITY CENTER ID#:

PHONE#:

ADDRESS:

EMAIL:

COUNTRY:

INITIAL ENTRANCE TO IPFW

ACADEMIC YEAR OF INITIAL ENTRANCE:

HS Graduate JC Transfer 4 YR. Transfer 4-2-4 Transfer

IF JC TRANSFER: 2-4 Qualifier 2-4 Non-Qualifier Expected JC Grad Date:

AID INFORMATION

Choose one of the following:

NLI Requested

If you chose **Partial Award...EITHER:**

Check **ALL** That Apply on the Left

OR

Complete A OR B on the Right

- In State Tuition & Fees
- Out of State Tuition & Fees
- Room
- Board
- Books

A. Scholarship Dollar Amount:

B. Percentage of Grant-in-Aid:

Notes:

COACH'S SIGNATURE

I certify that the above information is accurate and complete.

PSA is in FrontRush.

Name:

Date:

COMPLIANCE OFFICE INFORMATION

Recorded in IRL Completed Core Course Evaluation No Fee Issue Amateurism Q

Signature:

Date:

Date issued to PSA: Date PSA must sign by: Date sent to Summit League:

Signature:

Date: