

# **POLICY ON STUDENT NCAA FINANCIAL AID APPEALS**

## **POLICY**

A student who wishes to appeal any decisions related to his/her financial aid shall submit a written request that includes:

- The student's name, student ID number, year in school, and sport.
- Current contact information (address, email, phone number)
- State your case for appeal including names of institutional staff members (e.g., coach, financial aid staff) with whom the student has discussed the case.
- Copies of any relevant documents (e.g., letter regarding initial award of athletics grant).

The student should submit these materials to the Financial Aid Office within 4 weeks after the student receives notification that the aid is either being cancelled, reduced or not renewed. The student may request an in-person hearing before the Financial Aid Appeals Committee. The Financial Aid Appeals Committee will conduct a hearing and make a decision based on the findings at the hearing. The student will receive notification of the committee's decision in writing within three weeks after the hearing. The Financial Aid Appeals Committee's decision is final and no further appeal is considered.

## **COMMITTEE**

The Financial Aid Appeals Committee consists of the Director of Financial Aid, Director of Judicial Services and University Registrar (or designee).

## **PROCEDURES**

The student must submit a request to the Financial Aid Office for a hearing before the Financial Aid Appeals Committee. A hearing will be scheduled, and the student-athlete and all involved parties such as, the coach and the Director of Athletics are notified of the time and place. Each individual will present its arguments to the Financial Aid Appeals Committee. Within 15 days, the Financial Aid Appeals Committee reaches a decision and sends it in writing to each party. The committee's decision is final.

One of two actions is taken:

- If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is not a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is not approved.
- If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is either a violation of the rules, regulations and institutional policies OR is questionable, the appeal is approved. The financial aid is then reinstated to the student as soon as possible.

In any case, the chair of the Financial Aid Appeals Committee will notify the student in writing within 3 weeks after completion of the hearing. If the student wishes to discuss the results of the appeal, a meeting with the Director of Financial Aid will be arranged.