

**3364-35-13 Student-athlete financial aid.****(A) Policy statement**

The university of Toledo is committed to following all national collegiate athletic association (“NCAA”), mid-American conference (“MAC”), and institutional guidelines concerning the allocation and certification of student-athlete financial aid. Financial aid provided to student-athletes shall be administered and certified by the office of student financial aid. Student-athlete eligibility for financial aid, athletic scholarships, and student cost of attendance limits will be verified in conjunction with the athletics business office.

**(B) Purpose of policy**

To ensure that all student-athletes who receive financial aid and compete in intercollegiate athletics have been certified.

**(C) Procedures****(1) Issuance of initial grant-in-aid**

- (a) The national letter of intent grant-in-aid submittal form is submitted by the coach to the athletics compliance office.**
- (b) The prospective student-athlete’s academic profile is reviewed to determine initial eligibility.**
- (c) The athletic scholarship coordinator will monitor team and individual grant-in-aid limits to ensure the prospective student-athlete’s grant-in-aid will not exceed individual and team limits.**
- (d) The athletics compliance office will forward the national letter of intent grant-in aid submittal form to the director of athletics for approval.**
- (e) The national letter of intent and MAC letter of intent is sent to the prospective student-athlete by the athletics scholarship coordinator.**

(f) Once the prospective student-athlete returns the signed national letter of intent and MAC letter of intent, they are uploaded into the NCAA's national letter of intent portal for approval by the MAC.

(g) The athletic grant-in-aid submittal forms are provided by the coach to the athletic scholarship coordinator.

(2) Annual grant-in-aid renewal and non-renewal

(a) The signed athletic grant-in-aid submittal form is provided by the coach to the athletic scholarship coordinator.

(b) The athletic scholarship coordinator reviews the athletic grant-in-aid submittal form and will forward it to director of athletics for approval.

(c) These forms are monitored by the athletic scholarship coordinator for:

(i) Years of aid received.

(ii) Team and individual limits.

(iii) Gradation and cancellations.

(3) Student financial aid

(a) After approval from the sport administrator and receipt of the signed copy of the athletic department athletic grant agreement, the athletic grant-in-aid submittal forms and accompanying cover letters are sent to the office of student financial aid before the fifteenth day of June.

(b) The athletic scholarship coordinator informs the office of student financial aid of the athletic grants-in-aid in June.

(c) Grant-in-aid renewal letters, reduction notices and non-renewal notices are sent to student-athletes by the office of student financial aid before the first day of July, as required under NCAA regulations. The letters are accompanied by

an athletic grant-in-aid agreement, a cover letter signed by the director of financial aid and a copy of the financial aid policy.

(4) Appeals

An appeal process has been developed to address student-athlete's whose scholarships have been cancelled/reduced/gradated (rule 3364-35-17 of the Administrative Code).

(5) Financial aid changes and updates

- (a) Student-athletes provide the athletics compliance office with information on all outside scholarships received upon completion of the university of Toledo check-in at the beginning of the academic year.
- (b) The athletics compliance office and athletic scholarship coordinator compile outside scholarship information with the student-athlete's assistance to determine if aid is countable in conjunction with the office of student financial aid.
- (c) The scholarship coordinator will compile a list of new freshman and transfer student-athletes who are receiving institutional academic aid in the sports of football and basketball in certifying the aid was granted without regard to athletics ability. The head coaches in the above-referenced sports will be notified if the student-athletes' aid is compromised by the student-athlete engaging in competition during the student-athlete's initial year of enrollment at the university of Toledo.
- (d) The scholarship coordinator will collaborate with the senior associate athletics director for compliance in reviewing all institutional academic honor awards to ensure the student-athlete may receive the award under NCAA rules without exceeding the student-athlete's individual and team scholarship limits.

- (e) The athletic scholarship coordinator will update NCAA squad list when changes occur to team rosters and individual student-athlete financial aid.

(D) Definitions

National letter of intent. The official document administered by the collegiate commissioners association and used by subscribing member institutions to establish the commitment of a prospective student-athlete to attend a particular institution, as defined by the NCAA.

Cost of attendance. An amount calculated by an institutional financial aid office, using federal regulations, that includes the total cost of tuition and fees, room and board, books and supplies, transportation, and other expenses related to attendance at the institution, as defined by the NCAA.

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CERTIFIED ELECTRONICALLY

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Certification

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