Cheyney University Policy OP-AACC-2014-0110

Policy on Financial Aid-Renewal and Non-Renewal

Approved by: Athletic Academic Compliance Committee, 9/17/2014
President’s Cabinet, 10/29/14

History: Issued- 10/29/14

Revised

Related Policies:

Additional References:

A. Purpose

The purpose of this policy is to provide adequate time for the Financial Aid office to process athletic scholarship requests prior to the NCAA July 1st deadline.

B. Scope:

This policy applies to all head coaches, Athletic Administration and the Office of Financial Aid.

C. Key Word(s) & Phrases:

Grant In Aid (GIA) Refers to athletic scholarship dollars.

NCAA Bylaw 15.3.5.1 Institutional Obligation. The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 before the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution’s regular financial aid authority and not from the institution’s athletics department. (Revised: 1/10/95)

D. Policy & Procedures:

All coaches should submit in writing, by the May 1st deadline, their Renewal/Non-renewal requests to the compliance office.

1. In April, coaches should review their existing squad lists and note the amounts of other countable aid that is being received by "counters." Other countable aid will affect the equivalency figure for each team and must be considered when making financial aid decisions.
2. In early April, coaches should meet with the student-athletes individually to summarize the year and to discuss the plan to increase or decrease their aid or simply renew or not renew their athletics scholarship. **Spring sports should do this at within seven (7) days at the conclusion of their season.**

3. Following the meetings with each student-athlete, coaches should prepare their scholarship recommendations to be made to the Compliance Team on the Scholarship Submittal Form. The scholarship allocations should be made based on the budget and tuition costs for the approaching academic year. All changes in athletics aid (non-renewals, increases and decreases) should be noted on this form. The Scholarship Submittal Form is used to prepare the actual grant-in-aid awards; therefore coaches are responsible for ensuring that these forms are accurate and complete.

4. Head coaches are asked to schedule a meeting with the Compliance Team and the Athletics Financial Aid Liaison, no later than May 1st, to review all scholarship recommendations and NCAA equivalency limits on the squad lists for the approaching academic year. All non-renewals and aid reductions will be discussed during this meeting, in addition to any aid that is to be awarded for summer school.

5. Scholarship Submittal Form should be turned in to the Compliance Team no later than May 15th for processing by Financial Aid.

6. All non-renewals should be submitted on the Scholarship Cancellation Form with the reason for the cancellation of aid. Coaches should submit additional paperwork to support all cancellations. All athletes that need to be cancelled after spring grades are posted will be added to the non-renewal form prior to June 1st.