



## REDUCTION OR CANCELLATION OF FINANCIAL AID

### ***NCAA Bylaw: 15.3.5.1 Reduction, Cancellation or Nonrenewal Permitted***

Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award or reduced or not renewed for the following academic year or years of the student-athlete's five-year period of eligibility if the recipient:

- (a) Renders himself or herself ineligible for intercollegiate competition;
- (b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement (see Bylaw 15.3.5.1.2);
- (c) Engages in serious misconduct warranting substantial disciplinary penalty, as determined by the institution's regular student disciplinary authority;
- (d) Voluntarily (on his or her own initiative) withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or canceled. ***A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal;*** or
- (e) Violates a nonathletically related condition outlined in the financial aid agreement or violates a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies).

### ***NCAA Bylaw: 15.3.5.1.1 Timing of Reduction or Cancellation***

Any reduction or cancellation of aid during the period of the award may occur only after the student-athlete has been provided an opportunity for a hearing per Bylaw 15.3.2.3.

### ***NCAA Bylaw: 15.3.5.2 Reduction or Cancellation Not Permitted during the Period of the Award***

Institutional financial aid based in any degree on athletics ability may not be reduced or canceled during the period of its award:

- (a) On the basis of a student-athlete's athletics ability, performance or contribution to a team's success;
- (b) Because of an injury, illness, or physical or mental medical condition (except as permitted pursuant to Bylaw 15.3.5.1); or
- (c) For any other athletics reason.

### ***NCAA Bylaw: 15.3.2.3 Hearing Opportunity***

The institution's regular financial aid authority shall notify the student athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the following academic year or multiple academic years within the student-athlete's five-year period of eligibility. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee. The written notification of the opportunity for a hearing shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing.

### ***NCAA Bylaw: 15.3.7.1 Institutional Obligation***

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to 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 12.8) whether the grant has been renewed or not renewed for the ensuing academic year or multiple academic years within the student-athlete's five-year period of eligibility. Notification of financial aid renewals and nonrenewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

### ***Forms Used for Documentation:***

1. GIA Renewal, Non-Renewal, Gradation & Reduction form

### ***Individuals and Departments Involved:***

1. Head Coach
2. Student-athlete
3. Compliance Office
4. Financial Aid Office

### ***Policy:***

1. The Office of Financial Aid will administer and monitor any reduction/cancellation as well as the renewal/non-renewal of all athletically related financial aid.
2. The removal or reduction of athletically related financial aid will be governed per the Bylaws listed above.
3. The Office of Financial Aid will notify the student-athlete in writing of the opportunity for a hearing when Campbell University financial aid based in any degree on athletics ability is to be reduced or canceled during the period of the award, or is reduced or not renewed for the coming academic year.
4. **Student-athletes will have the opportunity to have an in person appeal hearing or an appeal hearing by telephone.**
5. All student-athletes shall have an opportunity to appeal a reduction/cancellation of their athletically related financial aid.
6. Appeal requests must be made in **written form** by the student-athlete to the Director of Financial Aid within **10 business days** from the date of their reduction/cancellation notification letter.
7. Any reduction/cancellation of athletics aid during the period of the award may occur only after the student-athlete has been provided an opportunity for a hearing.

### ***Procedure:***

1. The coach will commence the process by informing a student-athlete of the change in status regarding grant-in-aid.
2. If during the period of award, the head coach completes an amended grant-in-aid form, digitally signs it (types name on form) and submits form via ARMS Software to the Compliance Office.
3. The grant-in-aid form is reviewed by the Compliance Office and submitted via ARMS Software to the Office of Financial Aid for processing.
4. The Financial Aid Office notifies the student-athlete in writing, informing him/her that the athletics department is recommending an athletics grant reduction/cancellation.
5. Within this letter the student-athlete is informed he/she has **10 business days** from the date of the letter to arrange the appellate process.
6. If the student-athlete appeals the reduction/cancellation of the grant, the Financial Aid Office will form a committee to review and administer the appellate process.
7. The Financial Aid Committee will notify the student as well as the athletics Compliance Office in writing of the committees' decision within **5 business days** of the appeal hearing.

8. The Compliance Office will maintain copies of all documentation and outcomes of the process throughout.