The following steps must be taken annually no later than July 1 to renew or not renew the athletics aid awards of all student-athletes who have eligibility remaining in accordance with Bylaw 15.3.5.1.

STEP 1: In mid-May, the Director of Compliance (Financial Aid and Student Services) will email all coaching staffs the GIA Renewal/Non-Renewal Policy, the current NLI/GIA Request Form and the Relinquishment of Aid Form. These documents will be available on the compliance website under Forms and Policies/Bylaw 15.

- The Director of Compliance (Financial Aid and Student Services) will also email each Head Coach their sport’s projected GIA spreadsheet.

STEP 2: A completed NLI/GIA Request Form must be submitted to the Director of Compliance (Financial Aid and Student Services) by a due date to be determined no later than mid-June. Request Forms must be signed and dated by the Head Coach or they will be returned. NOTE: The Head Coach should submit Request Forms for the ensuing academic year as soon as a decision regarding an athletics aid award is determined, especially those awards that will be reduced or not renewed.

- A completed Request Form is required for each student-athlete currently receiving athletics aid who has eligibility remaining, including student-athletes who are being renewed/increased, student-athletes who are not being renewed and student-athletes whose equivalency percentage is being reduced.
- A Request Form need not be submitted for student-athletes who signed a multi-year athletics aid agreement and are within the period of the multi-year award.
- If the student-athlete voluntarily withdraws from a sport at any time for personal reasons or mutually agrees with their Head Coach that their athletics aid will not be renewed, a completed Relinquishment of Aid Form must be submitted to the Director of Compliance (Financial Aid and Student Services). Steps 3, 4, 5, and 6 do not apply if there is a Relinquishment of Aid Form.

STEP 3: The Director of Compliance (Financial Aid and Student Services) will notify the Deputy Athletics Director/Chief Operating Officer, the Associate Athletics Director for Compliance and the Director of Financial Aid & Scholarships of any non-renewals or decreases of athletics aid, as well as all athletics aid awards being renewed and their renewal percentage.

STEP 4: The Director of Financial Aid & Scholarships will notify the student-athlete in writing of the status of their athletics aid award for the following academic year on or before July 1 in accordance with Bylaw 15.3.5.1.

- Non-Renewal: A letter will be sent via mail and email to the addresses indicated on the student’s MySJSU account. A copy of the Athletics Aid Appeal Policy will be included with the letter.
- Reduction: A letter will be sent via mail and email to the addresses indicated on the student’s MySJSU account. This letter will indicate the amount of the reduction. A copy of the Athletics Aid Appeal Policy will be included with the letter.
- Renewal/Increase: A letter will be sent via mail to the address indicated on the student’s MySJSU account. Notification of a renewal or increase will not occur until the 14-day appeal period for any non-renewals and/or reductions expires.

STEP 5: Should the student-athlete appeal the non-renewal or reduction of aid, the Athletics Aid Appeal Policy applies.

STEP 6: The Director of Compliance (Financial Aid and Student Services) confirms with the Academic Advisors which renewed student-athletes will be mid-year graduate and graduate students for the upcoming academic year as required in Bylaw 15.3.3.1.1.

STEP 7: The Director of Compliance (Financial Aid and Student Services) prepares the GIA(s) and submits to the Director of Athletics (or designee) for approval and signature. All GIA requests are subject to final approval by the Director of Athletics.

STEP 8: The Director of Compliance (Financial Aid and Student Services) submits the GIA(s) to the Director of Financial Aid & Scholarships for signature.
STEP 9: After July 1, the Director of Compliance (Financial Aid and Student Services) will provide approved GIA(s) to the appropriate coaching staff. The coaching staff will receive the original documents; copies are not kept on file in the Athletics Department. DO NOT lose them!

STEP 10: Upon receipt of approved GIA(s), the Head Coach must sign and date the GIA(s). Coaches are responsible for obtaining student-athlete signatures on the GIA(s).

- GIA(s) may be faxed or scanned to student-athletes for signature.

STEP 11: The coaching staff must provide the Director of Compliance (Financial Aid and Student Services) with all issued and signed GIA(s) for their team at one time no later than August 15 or the first permissible report date for fall sports, whichever date is earlier.