



TEXAS TECH UNIVERSITY
Department of Intercollegiate Athletics
Operating Policy and Procedure

PREFACE

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

ADDITIONAL SOURCES OF INFORMATION ARE:

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

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Revised and posted 9/11/07

5.4 ATHLETICS FINANCIAL AID

The following sets forth the procedures for processing and distributing financial aid to students and student-athletes:

TEXAS TECH UNIVERSITY ATHLETIC FINANCIAL AID FLOW CHART

1. COACH OF SPORT
 - a. Originates the Statement of Athletic Financial Aid (FA) or National Letter of Intent (NLI) form that identifies initial or returning student-athletes for athletic aid. Coaches send the form to the Compliance Office, along with a spreadsheet detailing percentages of aid for equivalency sports.

2. ACADEMIC SERVICES
 - a. After receiving prospect forms from the coaches, Academic Services examines the prospect forms for official visit, graduation rate disclosure and academic credential review.
 - b. Assistant Registrar for Athletics Certification and Eligibility is notified and works with Academic Services to review each student.
 - c. Assistant Registrar flags SBS screen 318 as "Athlete" for each student athlete that has been reviewed.

3. COMPLIANCE OFFICE
 - a. After receiving financial aid information from each sport, the Compliance Office will confirm and verify scholarships with head coaches of each.
 - b. Statement of Athletic Financial Aid forms are created and sent to the Director of Athletics for signature and date before they are sent to the Financial Aid Office. Sport lists, spreadsheets which include details about each sport, are also sent to the Financial Aid Office identifying the correct course of action to be taken for every student-athlete.

4. DIRECTOR OF ATHLETICS (AD)

Pursuant to 3. b. listed above, a Statement of Athletic Financial Aid Form is sent to the AD for a signature and date.

5. FINANCIAL AID OFFICE
 - a. Statement of Athletic Financial Aid form is sent to the Director of Financial Aid for a signature and date.
 - b. Statements for incoming (initial and transfer) student-athletes will be returned to the Compliance Office ready for student athlete's signatures.
 - c. The Compliance Office will forward the statements to each sport in order to obtain the signatures.
 - d. The Financial Aid Office annually (before July 1st) mails renewal letters and statement of athletic financial aid forms to returning student-athletes for their signatures.
 - e. The Financial Aid Office annually (before July 1st) sends non-renewal letters by certified mail to student-athletes that are not being offered a grant-in-aid for next year.
 - f. Aid (institutional and outside) is reviewed for individual and institutional limits per NCAA regulations, and then entered into the NCAA Compliance Assistant Software Program.
 - g. Certification (non-counter) forms are created at this time and await authorizing signatures by the Director of Financial Aid and the Faculty Athletics Representative.
 - h. When the signed statement of athletic financial aid forms are returned back to the Financial Aid Office, one is filed, and the other one is sent to the Compliance Office.

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6. COMPLIANCE OFFICE

After receiving approval from the Financial Aid Office, copies are distributed to the coach, Athletic Business Office and Big 12 Conference. Conference squad lists indicate all financial aid information for each student athlete.

7. ATHLETICS BUSINESS OFFICE (ABO)

The following is the process for the ABO regarding annual financial aid.

- a. Determine the allocation of financial aid for tuition and fees, books, and room and board.
- b. Send list for of scholarships being renewed to Assistant Director of Financial Aid so that the student-athletes are flagged. Monitor cancellation report to be sure that no student is mistakenly dropped.
- c. Send book list authorization to Academic Services.
- d. Send Athletic Dining Hall authorization list to Sodexo, ID office, and Sports Medicine.
- e. Set stipend scholarship check and distribution dates in conjunction with Student Business Services.
- f. Process award amounts for stipends to the Scholarship database for download to Student Business Services. Four (4) stipend checks will be issued each semester.
- g. First check each semester shall be distributed the first day of class. Hours enrolled for each student athlete must be verified before the first check can be picked up. Under full-time enrollment questions are addressed to the appropriate academic counselor.
- h. Tuition and fees amounts are downloaded into the scholarship database after the 12th class day (end of add/drop). Housing costs for students living on campus are included in the tuition and fee amounts. These awards download to Student Business Services and credit the student athlete's account. (Generally takes 2-3 days).
- i. Monitor student athlete accounts for any changes to tuition and fee charges so that an overpayment does not occur which may result in a refund being issued to the student athlete.
- j. In conjunction with Financial Aid, monitor the refund delay report that is generated daily by Student Business Services. Correct any awards that may be generating an incorrect refund.

Upon written request from a head coach or a department head within Athletics, the distribution of a scholarship check to student-athletes or managers may be temporarily delayed. Once the student has satisfied the request and the business office has been notified, the check will then be distributed. Any long-term delay of the distribution of a scholarship check must be approved by Compliance to ensure a reduction in financial aid has not occurred.

FIFTH YEAR AID POLICY

Fifth year aid is awarded to student-athletes in good academic standing who have completed their eligibility but have not completed their requirements for their undergraduate degree. Fifth year aid is not awarded to student-athletes attending graduate school. The percentage of fifth year aid awarded shall be the same as the student athlete received in the previous year. Any increases in aid amount above the previous year's financial aid percentage must have unusual circumstances and must be justified by the appropriate coach, and approved by the AD. Fifth year aid increases will only be approved in extreme and unusual circumstances.

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TEXAS TECH UNIVERSITY NON-ATHLETIC INSTITUTIONAL OR OUTSIDE AID FLOW CHART

1. SCHOLARSHIP OFFICE

- a. Notification of awards is sent to the Scholarship Office. The Scholarship Office is part of the Student Financial Aid Office located in 310 West Hall. The Scholarship Office has a filing system for all scholarship records. All student-athletes are identified by sport codes showing up on TechSIS (Student Information System) screens 318 and 319. These same sport codes also activate the secure screen that makes it impossible for anyone other than authorized staff members to enter awards in TechSIS.
- b. The Scholarship Office notifies the Associate Director/Financial Aid of all institutional aid as well as outside scholarship awards for student-athletes. These awards are not entered into TechSIS and the Compliance Assistant (software) until the AD/Financial Aid is satisfied that the award meets all eligibility requirements and proper documentation has been completed.

2. FINANCIAL AID OFFICE

- a. A financial aid computer program (PARS - Packaging Aid Resource System) awards all students the federal and state aid that they are eligible for when the results of their financial aid application Free Application for Federal Student Aid (FAFSA) are loaded into TechSIS and the information passes all federal audit checks. PARS award the majority of students aid before the academic year begins between March and September.
- b. The AD/Financial Aid manually awards all other aid that student-athletes are eligible for that PARS does not award.
- c. Student-athlete recruited status and non-counter forms, sent from the Compliance Office, are used to help determine how the aid will be counted.
- d. Inquiry forms are mailed to institutional and/or outside donors of aid to collect the necessary information needed to classify each award.
- e. Once the aid is classified, certification forms are created and sent to the Director of Student Financial Aid and to the Faculty Athletics Representative for their signature of approval.
- f. Completed certification forms go to the Compliance Office, with copies going to AD/Financial Aid in the Financial Aid Office, Compliance Office and to the head coaches.
- g. If a student athlete is not allowed to receive aid, the student-athlete, the donor of aid, and the head coach will be notified of the aid and the reasons why it can't be accepted.
- h. All aid that meets eligibility requirements is entered into TechSIS and the Compliance Assistant.
- i. A Student-athlete updated report is printed weekly to check any changes in scholarship or financial aid for all student-athletes with a sport code indicator.
- j. Reviews all of the changes on the weekly sport roster that is sent from compliance.
- k. All student-athletes are reviewed again before their team participates in its first competition of the year.

3. COMPLIANCE OFFICE

- a. Enter and maintain athletic aid that is entered into the Compliance Assistant.
- b. Squad lists are sent to the Big 12 Conference showing the financial aid on each student-athlete.
- c. Notify the Financial Aid Office and the ABO of any changes regarding student-athletes.