



Procedure: Transfer Request Form

If a Tulane Student-Athlete contacts the Compliance Office regarding the possibility of transferring to another institution, the Compliance Office will:

1. Notify the appropriate Head Coach of the Student-Athlete's intent to transfer by sending the Head Coach a Transfer Request Form.
2. The Head Coach will complete the Transfer Request Form, indicating whether the Student-Athlete has permission to be released from the University, and return the form to the Compliance Office.
3. If permission is granted, the Compliance Office will mail or fax a transfer release letter to the requesting institution, and will give a copy to the Student-Athlete requesting the transfer.
4. If the Student-Athlete is only released to certain institution or if permission is not granted, the Compliance Office will contact the Student-Athlete requesting the release and will inform the Student-Athlete, in writing, of the right to a hearing conducted by an institutional entity or committee outside of the athletics department.
5. Copies of the Transfer Request Form and transfer release letter will be kept in the Student-Athlete's file.

If a Tulane Student-Athlete approaches the Head Coach regarding the possibility of transferring to another institution, the Head Coach will:

1. Make copies, or pick up the Transfer Request Form from the Compliance Office.
2. Complete the form and submit it to the Compliance Office indicating whether the Student-Athlete will be granted or denied a release.
3. The Compliance Office will complete steps 3 through 5 above.



Transfer Request Form

_____ is requesting that the Tulane University Department of Intercollegiate
Print Requestor's Name

Athletics grant a release to transfer.

The aforementioned Student-Athlete is granted the following release from Tulane University:

- Any school that he/she wishes to attend.
- Any of the following schools: _____

- The Student-Athlete's request for a release is denied.

Head Coach Signature

Date